

1. Agenda

Documents:

[10.01.2018CC_AGENDA.PDF](#)
[10.01.2018CC_CONSENT2.PDF](#)

2. Meeting Materials

Documents:

[10.01.2018CC_PUBLICHEARING.PDF](#)
[10.01.2018CC_REGITEMS.PDF](#)



27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404
(802) 655-6410
(802) 655-6414 (fax)

CITY OF WINOOSKI

JESSIE BAKER
CITY MANAGER

MAYOR SETH LEONARD
sleonard@winooski.vt.org
DEPUTY MAYOR NICOLE MACE

CITY COUNCIL

COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT

Agenda
Monday, October 1, 2018
6:00 P.M.
CLAIRE BURKE COUNCIL CHAMBERS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Agenda Review**
- IV. Public Comment**
- V. Consent Agenda**
 - a. Approval: City Council and Liquor Control Minutes of September 17, 2018
 - b. Approval: Warrants: Payroll for period 09/09/18 & 09/22/2018 , Warrant ending 09/28/2018 and Subsequent to Payout August
 - c. Approval: Headworks Phase II Final Design Loan Agreement
- VI. City Update**
- VII. Council Reports**
- VIII. Public Hearing 6:05 P.M.**
 - Discussion/Approval: Consideration of Repeal of Section 6.14 “Aggressive Begging/Panhandling” Ordinance – J Baker
- IX. Regular Items:**
 - a. Discussion: Chittenden County Regional Planning Commission (CCRPC) – Annual Report – J Baker
 - b. Discussion: Master Plan Update – E Vorwald
 - c. Discussion: Marketing, Branding & Website Update – H Carrington
 - d. Approval: Resolution: Small Business Saturday – H Carrington
 - e. Discussion/Approval: Myers Pool – Engineering Services Agreement – J Rauscher
 - f. Discussion/Approval: Vermont Land and Water Conservation Fund Grant: Myers Pool Renovation Project – R Coffey
 - g. Discussion: FY20 Budget Goals – J Baker
 - h. Discussion: Charter Process regarding All Resident (Non-Citizen) Voting – S Leonard
- X. Adjourn**



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CONSENT AGENDA



CITY OF WINOOSKI

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JESSIE BAKER
CITY MANAGER

COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT

LIQUOR CONTROL BOARD

MAYOR SETH LEONARD
sleonard@winooskiVT.org
DEPUTY MAYOR NICOLE MACE

Agenda
Monday, September 17, 2018
6:15 p.m.
CLAIRE BURKE COUNCIL CHAMBER

- I. Call to Order
- II. Pledge of Allegiance
- III. Regular Items
 - a. Approval: 1st Class Liquor License, Restaurant License and Entertainment Permit
Four Quarters Brewing LLC- 150 West Canal St. Suite 1
- IV. Adjourn

MINUTES

The Mayor called the meeting to order at 6:22 p.m. The meeting began with the Pledge of Allegiance led by Deputy Mayor Mace.

Members Present:

Mayor Seth Leonard
Councilors: Eric Covey, Hal Colston, Nicole Mace, Kristine Lott

Officers Present:

Jessie Baker, City Manager; Carol Barrett, City Clerk; Angel Lane, Asst City Clerk; Angela Aldieri, Staff Accountant; Heather Carrington, Economic Development Director; Jon Rauscher, Public Works Director; Janet Brouard, Asst City Clerk; Eric Vorwald, Planning and Zoning Manager; Rick Hebert, Chief of Police;

Others Present:

Sally Tipson, Olivia Miller, Robert Millar, Brian Eckert, Justin Poulin, Deborah Ragione, George Cross, John Slinkman, Aaron Lipman, Brian Maier, Judy Lance, Elsie Goodrich, Stephanie Hainley

III. Regular Items:

- a. Approval: 1st Class Liquor License, Restaurant License and Entertainment Permit Four Quarter
Brewing LLC-150 West Canal Street Suite 1

The City Manager recommended that Brian Eckert be granted this license to operate Four Quarters Brewing LLC at 150 West Canal Street. The Mayor welcomed him and wished him well.

MOTION by Councilor Lott seconded by Councilor Mace to approve the 1st Class Liquor License to Four Quarters Brewing LLC as presented. Voted and passed 4-0

MOTION by Councilor Covey seconded by Councilor Colston to adjourn the Liquor Control Board meeting at 6:25 p.m. Voted and passed 4-0

ATTEST: _____
Asst City Clerk



CITY OF WINOOSKI

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MAYOR SETH LEONARD
sleonard@winooski.vt.org

DEPUTY MAYOR NICOLE MACE

CITY COUNCIL

JESSIE BAKER
CITY MANAGER
COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT

Agenda
Monday, September 17, 2018
6:00 P.M.
CLAIRE BURKE COUNCIL CHAMBERS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Agenda Review**
- IV. Public Comment**
- V. Regular Items:** Joint Meeting with School Trustees – Memorandum of Understanding between the City of Winooski and the Winooski Incorporated School District for 2018-2019 – J Baker

6:15 P.M. Liquor Control Meeting – See Liquor Control Agenda

Reconvene City Council Meeting

- VI. Consent Agenda**
 - a. Approval: City Council and Liquor Control Minutes of September 4, 2018
 - b. Approval: Warrants: Payroll for period 08/26/18 & 09/08/2018 , Warrant ending 09/14/2018 and Subsequent to Payout July
 - c. Approval: Reaffirm Assignment of Reserves to Operating Expenses
- VII. City Update**
- VIII. Council Reports**
- IX. Regular Items:**
 - a. Approval: Event: Hickok Street Block Party – H Carrington
 - b. Approval: Treasurer Appointment – S Leonard
 - c. Approval: Charter Change to Allow for All Resident (Non-Citizen) Voting – Charter Language and Ballot Resolution – J Baker
 - d. Discussion/Approval: Ordinance Change: Consideration of Repeal of Section 6.14 “Aggressive Begging/Panhandling” – J Baker
 - e. Approval: Municipal Planning Grant – Resolution – H Carrington
 - f. Approval: Request for Use of Wastewater Reserve Funds for the Garage Additions Project – J Rauscher
 - g. Approval: Vermont League of Cities and Towns’ 2019-2020 Municipal Policy Positions – J Baker
- X. Executive Session:**

Executive Session Pursuant to 1 V.S.A. §313 (1) (E) “pending litigation to which the public body is a party” - UMB Bank N.A. v. City of Winooski and (2) “the negotiating....of real estate purchase or lease options”
- X. Adjourn**

MINUTES

The Mayor called the meeting to order at 6:00 p.m. The meeting began with the Pledge of Allegiance led by Deputy Mayor Mace.

Members Present:

Mayor Seth Leonard

Councilors: Eric Covey, Nicole Mace, Hal Colston, Kristine Lott

Officers Present:

Jessie Baker, City Manager; Carol Barrett, City Clerk; Angel Lane, Asst City Clerk; Angela Aldieri, Staff Accountant; Heather Carrington, Economic Development Director; Jon Rauscher, Public Works Director; Janet Brouard, Asst City Clerk; Eric Vorwald, Planning and Zoning Manager; Rick Hebert, Chief of Police

Others Present:

Sally Tipson, Olivia Miller, Robert Millar, Brian Eckert, Justin Poulin, Deborah Ragione, George Cross, John Slinkman, Aaron Lipman, Brian Maier, Judy Lance, Elsie Goodrich, Stephanie Hainley; Alex Yin, Tori Cleiland, Matt MacNeil, Mike Decarreau, members of the Winooski School Board; Shawn McMannon, Superintendent of Winooski School District; Bob DiPalma, Attorney

III. Agenda Review-None

IV. Public Comment-None

V. Regular Items: Joint Meeting with School Trustees-Memorandum of Understanding between the City of Winooski and the Winooski Incorporated School District for 2018-2019

The Mayor welcomed the School Board to the meeting. Call to order at 6:03 p.m. by Mike Decarreau. Mr. Decarreau stated that the MOU is a way of formalizing the relationship between the city and the school. That though separate entities they work cohesively and are very proud of the work that they do together. The City Manager briefly discussed the MOU and stated that there is no significant difference in this year's memo. The plowing service with the City's Public Works Department will be retained. Shawn McMannon showed the council the new logo and provided gifts to the council members with the new logo. The council members expressed their appreciation. Several of the School Trustees and City Council Members expressed their appreciation for the shared resources and cooperation between the entities. The Mayor opened the floor to comments from the community. There were no comments made. The Mayor then read the City's portion of the memo followed by Mike Decarreau reading the School's portion. The Mayor then asked if there were any questions or concerns regarding the memo-there were none. Mike Decarreau also asked the School Board if there were any questions or concerns regarding the memo-there were none, see attached MOU.

Motion by Councilor Covey and seconded by Councilor Halston to accept the Memorandum of Understanding as presented. Voted and passed 4-0.

Motion by School Trustee MacNeil and seconded by School Trustee Yin to accept the Memorandum of Understanding as presented. Voted and passed 4-0.

The School Board members than excused themselves to further conduct the remainder of their meeting in a different room outside of the City Council meeting.

City Council meeting reconvened at 6:25 p. m.

VI. Consent Agenda

Motion by Councilor Lott and seconded by Councilor Covey to approve the consent agenda as presented. Voted and passed 4-0.

VII. City Update

The City Manager gave the following update;

- Introduce Olivia Miller – our new AmeriCorps member
- Housing Policy Panel Discussion hosted by the Housing Commission
 - Tuesday, October 9th, from 6-8 pm in Council Chambers at City Hall.
 - Confirmed panelists include:
 - Michael Monte, Champlain Housing Trust
 - Erhard Mahnke, Vermont Affordable Housing Coalition
 - Brian Pine, former City of Burlington Housing Director
 - Erik Hoekstra, Redstone
- The City Clerk's Office has received the General Election Ballots.
- The Safety Committee has been working hard to schedule needed preventive trainings for employees
 - VLCT will provide confined space training to PW staff this fall
 - driver safety/driving simulator will visit City Hall in October
- Friend's Nepali Restaurant opened at 212 Main Street in mid-August (previous location of Pho Man)
- Staff continued the FY20 budget process today with a review of labor allocations and how staff are allocated to specific funds.
- Regional Dispatch – Close to selecting a contractor that will guide the process through to implementation and then provide executive director support for a period of time. Anticipate executing that contract in early November. This will also require a request of fund balance to support this effort in FY19 and a budget addition in FY20.

VIII. Council Reports

Councilor Lott - None

Councilor Mace - Met with the City Manager and had discussions regarding the City's retirement fund and FOP contracts.

Mayor Leonard - None

Councilor Covey - Met with the Public Safety Commission. The commission is down a few members and has had difficulty meeting a quorum. They have decided to wait on recruitment and are planning a meeting in early December when they will be able to have a quorum.

Councilor Colston - Was able to meet with Public Works Commission. This commission is also down two members and seeking to revitalize the group. Councilor Colston shared that there is much to be excited about including the bridgework, and pool project.

IX. Regular Items

a. Approval: Event: Hickok Street Block Party

Ms. Carrington stated that staff has received an event permit application for a Hickok Street Block Party, to be sponsored by the Winooski Police Department. The event will include a street closure on Hickok Street from 12:00 p.m. to 4:00 p.m. on Saturday, September 29th. The event will be a police department cookout for the neighborhood. Staff recommends approval of this community event.

Motion by Councilor Colston seconded by Councilor Lott to approve the event as presented. Voted and passed 4-0.

b. Approval: Treasurer Appointment

The Mayor received news earlier today that the finalist for the position has declined the position. The Mayor that the team would reconvene the selection process and will report back to the Council at a later date.

c. Approval: Charter Change to Allow for All Resident (Non-Citizen) Voting-Charter Language and Ballot Resolution

The City Manager stated the discussion off with some background. On August 20, 2018, the Council voted to adopt the proposed timeline presented by staff that could enable a Charter change ballot item on the November General Election ballot regarding non-citizens voting in municipal elections.

Staff understood the intent of this Charter change to be:

1. Allow all residents 18 and older to vote in municipal (City and School) related elections
2. Protect our voter checklist from inspection
3. Eliminate the term "citizen" from our Charter to more accurately reflect our value of inclusion and access

On September 4, 2018 the Council, staff and the City Attorney discussed potential language as well as legal and operational impacts. Additional pieces of information were requested and are provided here.

The City's attorney Bob DiPalma was present at tonight's meeting to help with any legal questions that may arise. Lengthy discussion ensued. There was also comments made by community members with John Slinkman, Sally Tipson, Robert Millar, George Cross, Brian Maier and Margaret Ticehurst offering opinions and concerns. The Council also had many questions/concerns and comments.

Motion: by Councilor Covey to adopt the charter change as proposed in the Amendment to the Winooski City Charter with Checklist Protection. Voted and failed 2-3. Mayor Leonard, Councilor Mace and Councilor Lott voted no.

d. Discussion/Approval: Ordinance Change: Consideration of Repeal of Section 6.14 "Aggressive Begging/Panhandling"

The City Manager began with the explanation that the Winooski City Charter, under § 19-3041 (3) of State Statute allows the Council "To adopt, amend, repeal, and enforce civil and criminal ordinances relating to the regulation or prohibition of any condition, activity, enterprise, public nuisance, or matter concerning the promotion of public health, safety, and welfare, as permitted by the general law of the State."

The Council has indicated an interest in repealing Section 6.14 of the Winooski municipal Code related to "Aggressive Begging/Panhandling"

Discussion ensued regarding the ordinance and its efficacy.

Motion by Councilor Covey seconded by Councilor Colston to repeal the ordinance and set the public hearing of the matter for 10/01/2018. Voted and passed 4-0.

e. Approval: Municipal Planning Grant-Resolution

Ms. Carrington shared that is requesting approval to apply for a Municipal Planning Grant in the amount of \$22,000. The City has been discussing the need to develop improved wayfinding for a number of years. The grant funds would be utilized to develop a comprehensive wayfinding signage plan for the designated downtown to include the neighborhood planning area gateways leading into downtown. This project will involve hiring a way-finding consultant to develop a comprehensive and unified way-finding signage plan to streamline and clarify the four types of wayfinding signs found downtown: identification, directional, informational and regulatory signs. A clear, consistent and coordinated wayfinding plan will provide easier access to downtown and more convenient, comfortable and positive user experience of downtown Winooski.

Motion by Councilor Mace seconded by Councilor Lott to accept the grant as presented. Voted and passed 4-0.

f. Approval: Request for Use of Wastewater Reserve Funds for the Garage Additions Project

Jon Rauscher requested that City Council approve the use of \$60,000 from the Wastewater Enterprise Fund reserves to pay for mechanical, electrical, and plumbing work on the new garage addition at the Wastewater Treatment Plant.

There was some discussion amongst the Council regarding why the funds were not originally allocated. Jon Rauscher stated a cost savings of approximately \$70,000 could be realized if the city were to move forward on this request.

Motion by Councilor Colston seconded by Councilor Lott to approve the request as presented. Voted and passed 4-0.

g. Approval: Vermont League of Cities and Towns' 2019-2020 Municipal Policy Positions

The City Manager shared that as a delegate at the VLCT Annual Meeting she will be asked to vote on associated policy positions. The Council has been asked to provide guidance to the delegate on the proposed policy positions. The full proposal from VLCT can be found on their website. At the Councils' request, VLCT has provided the attached redline document. Last year the Council's recommendations focused on:

- Oppose state-level requirements for non-profits to be subject to open meeting law and public records act
- Support marijuana legalization and direct any potential revenue to education and enforcement
- Do not allow legal notices to be posted on web-based media exclusively
- Oppose gap day for voter registration on the Monday before the election

Discussion ensued. The Mayor stated that there was no need for a vote on this matter.

Motion by Councilor Mace seconded by Councilor Covey to go into Executive Session at 9:01 p.m. pursuant to 1 V. S. A. §313 (1) (E) "pending litigation to which the public body is a party" – UMB Bank N.A. v. City of Winooski and (2) "the negotiating...of real estate purchase or lease options" and to invite City Manager Jessie Baker; Stephanie Hainley, White & Burke Real Estate and Angela Aldieri, Staff Accountant as presented.

Voted and passed 4-0.

XI. Executive Session

Motion by Councilor Mace seconded by Councilor Lott to adjourn the Executive Session at 09:44 p.m. Voted and passed 4-0.

ATTEST: _____
Asst City Clerk



CITY OF WINOOSKI
OFFICE OF THE
CITY CLERK

27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404

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Warrant Cover Sheet

The City Council on October 1, 2018 was presented the following for approval subsequent to payout:

TIF Bond Payment: \$163,705.50

John Hancock: \$16,919.73

Health Insurance: \$15,618.16

Service Fees: \$3,235.15

Total Warrant: \$199,478.54

City Council

Seth Leonard, Mayor

Nicole Mace, Deputy Mayor

Eric Covey, Councilor

Hal Colston, Councilor

Kristine Lott, Councilor

City Treasurer

Carol Barrett
Carol Barrett, Assistant Treasurer



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OFFICE OF THE
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Warrant Cover Sheet

The City Council on October 1, 2018 was presented the following for approval:

Payroll Summary, Direct Deposits, & Tax Deposits
For Period 9/9-9/22/18
Check #'s 93591-93595
\$249,841.49

City Council

Seth Leonard, Mayor

Nicole Mace, Deputy Mayor

Eric Covey, Councilor

Hal Colston, Councilor

Kristine Lott, Councilor

City Treasurer

Carol Barrett
Carol Barrett, Assistant Treasurer



CITY OF WINOOSKI
OFFICE OF THE
CITY CLERK

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Warrant Cover Sheet

The City Council on October 1, 2018 was presented the following for approval:

Check #'s 93595-93690
\$562,597.36

City Council

City Treasurer

Seth Leonard, Mayor

Carol Barrett, Assistant Treasurer

Nicole Mace, Deputy Mayor

Eric Covey, Councilor

Hal Colston, Councilor

Kristine Lott, Councilor

LOAN AGREEMENT

Vermont State Revolving Fund

Loan RF1-213-2.0

Loan Amount: \$95,400.00

1. City of Winooski, the Municipality hereby certifies to the Vermont Municipal Bond Bank ("Bond Bank") that:

(a) It has secured all state and federal permits, licenses and approvals necessary to construct and operate the improvements to be financed by the Loan (the "Project") as described in Exhibit A;

(b) It has established, or covenants with the Bond Bank to establish, by ordinance, rule or regulation, a rate charge or assessment schedule which will generate annually sufficient revenue to pay:

(i) Principal, administrative fees and interest of the Municipal Note, as the same becomes due; and

(ii) reasonably anticipated cost of operating and maintaining the improvements to be financed by the Loan and the system of which is a part;

(c) It has duly established a fund under Title 24 of the Vermont Statutes Annotated, or by other means permitted by law which, for so long as the Municipal Note shall remain outstanding, shall be maintained and replenished from time to time, and used solely to repair, replace, improve and enlarge the improvement to be financed by the Loan.

2. The Municipality shall make funds sufficient to pay the principal, administrative fees and interest as the same matures (based upon the Maturity Schedule appended hereto as Exhibit C available to the Bond Bank at least five business days prior to each principal payment date.

3. The Bond Bank and Municipality agree that Loan proceeds will be paid to the Municipality as Project costs are incurred and paid by the Municipality over the course of the Project, but in no event shall payments be made more often than monthly, and only on Municipality's certification, through its authorized representative, that such costs have been paid.

4. The Municipality is obligated to make the principal, administrative fee and interest portion of the Municipal Note payments scheduled by the Bond Bank on an annual basis. The Municipality may prepay the Loan at its option without penalty.

5. The Municipality shall be obligated to inform in writing to the Bond Bank, or such agent designated by the Bond Bank, at least thirty days prior to each principal payment date of any

changes to the name of the official or address to whom invoices for the payment of principal, administrative fees and interest should be sent.

6. The period of performance for this agreement begins upon execution and ends five years after execution.

7. Notwithstanding paragraph 14 hereof, prior to payment of the amount of the Loan, or any portion thereof, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder and after payment of any portion thereof to require a refund of amounts paid if:

(a) Any representation made by the Municipality to the Bond Bank in connection with its application for a loan or additional loans shall be incorrect or incomplete in any material respect; or

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

8. The Municipality shall at all times comply with all applicable federal and state requirements pertaining to the Project, including but not limited to requirements of Federal Clean Water Act, Title 24 of the Vermont Statutes Annotated, and the list of Federal Laws and Authorities included as Exhibit B. The enumeration of the Federal Laws and Authorities in Exhibit B shall not be construed as a waiver by the Municipality of any exemption or exception, jurisdictional or otherwise.

9. If any provisions of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

10. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

11. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement. Any delay in exercising rights or requirements of the Loan Agreement does not constitute a waiver of such rights or requirements.

12. The Municipality agrees to indemnify and hold the Bond Bank, the state, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Municipality or any of its officials, agents, or employees of the Municipality's obligations under this Agreement, as it

may be amended or supplemented from time to time. It is further understood that such indemnity shall not be limited by an insurance coverage.

13. The Municipality agrees that the Loan will be adjusted upon final audit to an amount equal to or less than the project costs determined eligible by the Department of Environmental Conservation and recommended to the Bond Bank for loan participation.

14. The Municipality agrees that if actual final eligible costs are less than the amount paid under the Loan Agreement, repayment of the excess funds will be made within sixty days of the request made by the Department of Environmental Conservation.

15. Increases, amendments, or modifications to the project during construction will be processed for record keeping purposes only, except for the addition of major approved Project Elements, Exhibit A. The Loan Agreement will also be amended upon completion of the project based upon final audited eligible costs, and any increases in the Loan will be made contingent upon availability of funds. All Project records will be retained by the Municipality and made available for state inspection upon request for three years after Project completion or until any audit questions have been resolved, whichever is later.

16. The Municipality will obtain flood insurance for any insurable portion of the Project.

17. The Municipality agrees to use the Loan proceeds solely for the Project for which the Loan is made and any approved amendments thereto. The Municipality further agrees to make prompt payment to the contractors and to apply any interest received to the Project. Once payment has been made to contractors, the applicant shall submit a payment request to the Department of Environmental Conservation (DEC). Funds will be disbursed from Federal Award ID Number CS500001## (## equals last two digits of award year). Upon disbursement, DEC will notify the Municipality of the standard terms and conditions applicable based on the exact amount of federal funds disbursed and relevant capitalization grant being drawn down. Please see <http://dec.vermont.gov/facilities-engineering/water-financing/srf/reimbursement-help> for the standard terms and conditions. If the foregoing link is not accessible, contact DEC for assistance.

18. The terms of this Loan Agreement shall be controlling over those of any prior Agreement with respect to this Loan Agreement. However, this Loan Agreement shall not otherwise supersede the terms of any other agreements between the Municipality and the State.

19. The Municipality agrees to furnish to the Bond Bank such financial statements as the Bond Bank may reasonably request, which statements and supporting records shall be prepared and maintained in accordance with Generally Accepted Accounting Principles (GAAP).

20. This agreement will be funded by approximately 80 percent federal funds. These funds are being awarded in accord with the Federal Clean Water State Revolving Fund, CFDA number 66.458, under the authority of the Environmental Protection Agency. This is not a research and development award. For any accounting year in which the Municipality expends Loan proceeds and other Federal funds of \$750,000.00 or more from all Federal sources, the Municipality shall

have an audit performed in accord with the Federal Single Audit Act and furnish a copy to the Vermont Department of Environmental Conservation within 9 months of the end of Municipality's accounting period.


21. By acceptance of this Agreement, the Municipality agrees to complete a Subrecipient Annual Report as provided by the Department of Finance. Prior to submitting the Subrecipient Annual Report, the Municipality must review previous fiscal year disbursements from the Facilities Engineering Division to determine the actual amount of federal funds disbursed from the loan proceeds. The Subrecipient Annual Report must then be submitted to the State of Vermont Department of Finance within 45 days after its fiscal year end, informing the State whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Municipality will submit a copy of the audit report to the Vermont Department of Environmental Conservation within 9 months of its fiscal year end. If a single audit is not required, only the Subrecipient Annual Report to the State Department of Finance is required.

22. The Municipality understands that the provisions of the Davis-Bacon Act, which is codified at Subchapter IV of Chapter 31 of Title 40 of the United States Code and U.S. Department of Labor Memorandum No. 208 ("Memorandum 208"), may apply to the Project, and the Municipality certifies and agrees that with respect to the Project, it has complied and will continue to comply with the requirements of the Davis-Bacon Act and Memorandum 208, as applicable.

23. The effective date of the Loan Agreement is the execution date of the General Obligation Note.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest:



Secretary

VERMONT MUNICIPAL BOND BANK

By: 

Executive Director

Attest:

Clerk

City of Winooski

By: _____
Chair of the Governing Body

And by:

Treasurer

List of Loan Exhibits

EXHIBIT A: Project description and conditions

EXHIBIT B: List of Federal Laws and Authorities

EXHIBIT C: General Obligation Note

EXHIBIT D: Resolution and Certificate

EXHIBIT A

PROJECT DESCRIPTION AND CONDITIONS FOR THIS AGREEMENT

Description:

This project is the planning, design, and construction of a new headworks structure housing a mechanical fine screen and grit removal system. This loan is for the final design costs for the project and consolidates the \$12,800 preliminary engineering loan that was issued for this project.

Conditions:

- 1) Repayment of this loan shall commence the sooner of:
 - i. Five (5) years after execution of the planning loan, or
 - ii. Five (5) years after the acceptance of the Preliminary Engineering Report.
- 2) If this loan does not result in a constructed project by the anticipated repayment start date, repayment shall commence immediately.
- 3) The CWSRF program has determined that the expected weighted average useful life of the funded assets equals or exceeds the loan term.
- 4) The engineer will meet with the Facilities Engineering Division (FED) to present work summaries at 30% work completion, 60% work completion, and 90% work completion, or as otherwise directed by the FED engineer. Disbursements will not be made without each required meeting and disbursements above 90% of the loan amount will not be made until the final documents have been received, reviewed, and approved by FED.
- 5) If this project is funded by USDA/Rural Development or any other non-CWSRF funding, the applicant shall, within sixty (60) days of receiving the non-CWSRF funding, repay the entire portion of the CWSRF planning loan(s).
- 6) The Applicant shall, as a condition of the loan, provide the Department with a digitally formatted copy of any plan or surveys developed with funds awarded under the loan, if the Applicant or any subcontractor develops plans or surveys in digital format. By acceptance of the loan, the Applicant agrees to pass through this requirement to any subcontracts awarded and funded by the loan. This condition is included pursuant to Section 56 of Act 233 of 1994. Such digital formats are subject to the Federal Freedom of Information Act and the State Access to Public Records and Document Statute and, unless otherwise restricted, the Department will release copies of such information to the general public upon request. It shall be acceptable to submit read only copies or copies marked archival copies only. The Applicant, by acceptance of this loan agrees not to copyright any plans or surveys developed pursuant to this action. Acceptable electronic formats include pdf and pdf/A.

EXHIBIT B

LIST OF FEDERAL LAWS AND AUTHORITIES

ENVIRONMENTAL:

- "American Iron and Steel" requirements of P.L. 113-76 the Consolidated Appropriations Act of 2014
- Archeological and Historic Preservation Act of 1974, PL 93-291
- Clean Air Act, 42 U.S.C. 7506(c)
- Coastal Barrier Resources Act, 16 U.S.C. 3501, et seq.
- Coastal Zone Management Act of 1972, PL 92-583, as amended
- Davis-Bacon Act (40 CFR '31.36(i)(5))
- Davis Bacon and Related Acts Wage Rate Requirements (29 CFR 5.5)
- Endangered Species Act 16 U.S.C. 1531, et seq.
- Executive Order 11988, Floodplain Management
- Executive Order 11990, Protection of Wetlands
- Executive Order 12898, Environmental Justice
- Executive Order 15593, Protection and Enhancement of the Cultural Environment
- Farmland Protection Policy Act, 7 U.S.C. 4210, et seq.
- Fish and Wildlife Coordination Act, PL 85-624, as amended
- Magnuson-Stevens Fishery Conservation and Management Act – Essential Fish Habitat, 16 U.S.C. 1821 M-S Act § 201
- Migratory Bird Act 16 USC Chapter 7, Subchapter II: Migratory Bird Treaty
- National Historic Preservation Act of 1966, PL 89-665, as amended
- Safe Drinking Water Act, essential section 1424(e), PL 92-523, as amended
- Wild and Scenic Rivers Act, PL-942, as amended

EXHIBIT B

ECONOMIC:

- Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754 as amended
- Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans

SOCIAL LEGISLATION:

- Age Discrimination Act, PL 94-135
- Civil Rights Act of 1964, PL 88-352
- Disadvantaged Business Enterprise, 49 U.S. Code § 47113 - Minority and disadvantaged business participation
- Executive Order 11264, Equal Employment Opportunity
- Executive Orders 11625 and 12138, Women's and Minority Business Enterprise
- Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- Rehabilitation Act of 1973, PL 93-112 (including Executive Orders 11914 and 11250)

MISCELLANEOUS AUTHORITY:

- Executive Order 12549 - Debarment and Suspension
- Trafficking and Violence Protection Act of 2000 (P.L. 106-386)
- Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646

EXHIBIT C

\$95,400.00

UNITED STATES OF AMERICA
STATE OF VERMONT
City of Winooski
GENERAL OBLIGATION NOTE

The City of Winooski (hereinafter called the "Municipality"), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Note Bank, or registered assigns, the not-to-exceed sum of \$95,400.00 with a preliminary interest at the rate of 0.00% per annum and with a preliminary administrative fee of 0.00%, subject to change based on final disbursed value, beginning on 10/1/2023 as follows:

Loan RF1-213-2.0
Prepared on 8/14/2018
Loan Terms
Loan Amount: \$95,400.00
Loan Term Year: 5
Interest rate: 0.0000%
Administrative Fee: 0.0000%

| Repayment Date | Payment Number | Principal Due | Principal Payment | Principal Forgiven | Interest Payment | Administrative Fees | Total Payment |
|----------------|----------------|---------------|-------------------|--------------------|------------------|---------------------|---------------|
| 10/1/2023 | 1 | 95,400.00 | 9,540.00 | 47,700.00 | 0.00 | 0.00 | 9,540.00 |
| 10/1/2024 | 2 | 38,160.00 | 9,540.00 | 0.00 | 0.00 | 0.00 | 9,540.00 |
| 10/1/2025 | 3 | 28,620.00 | 9,540.00 | 0.00 | 0.00 | 0.00 | 9,540.00 |
| 10/1/2026 | 4 | 19,080.00 | 9,540.00 | 0.00 | 0.00 | 0.00 | 9,540.00 |
| 10/1/2027 | 5 | 9,540.00 | 9,540.00 | 0.00 | 0.00 | 0.00 | 9,540.00 |
| | | | 47,700.00 | 47,700.00 | 0.00 | 0.00 | |

EXHIBIT C

This Note is payable in lawful money of the United States at People's United Bank in the City of Burlington, State of Vermont. Repayment terms shall comply with 24 V.S.A. Chapter 120, §4755 which prohibits deferral of payment. Final payment of this Bond shall be made upon surrender of this Bond for cancellation.

This Note is issued by the Municipality for the purpose of financing infrastructure improvements under and by virtue of Title 24, Vermont Statutes Annotated, and vote governing body of the Municipality duly passed on 11/6/2017.

This Note is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Note have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Note to be signed by its Treasurer, and a majority of its Selectboard and its seal to be affixed hereto.

City of Winooski

By: _____

Majority of its Governing Body

Date _____

Treasurer

EXHIBIT C

\$95,400.00

City of Winooski

GENERAL OBLIGATION NOTE

CERTIFICATE OF REGISTRATION

It is hereby certified that this Note is a fully registered Note, payable only to the holder of record as appears of record in the office of the Treasurer of the issuing Municipality. This Note may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at his office and he shall record such transfer in his records and on the Note. The name and address of the original registered owner of this Note is Vermont Municipal Bond Bank, 20 Winooski Falls Way #305, Winooski, VT 05404.

Treasurer

EXHIBIT D

RESOLUTION AND CERTIFICATE
(General Obligation)
(Vermont Clean Water State Revolving Fund)

WHEREAS, at meetings of the municipal legislative body of the City of Winooski (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was unanimously found and determined that the public interest and necessity required certain public wastewater system improvements herein described by reference to Exhibit A, and it was further found and determined that the cost of making such public improvements, after application of available funds from the United States of America and/or the State of Vermont, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at meetings thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, the Municipality has applied for financial assistance in making the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Municipal Bond Bank, as evidenced by the Funding Application Approval, the terms and conditions of which are found in Exhibit A; and

WHEREAS, pursuant to powers vested in them by law the said governing board is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Municipal Bond Bank respecting a Loan from said Bank in the amount of \$95,400.00 to be discounted by the amount of \$47,700, repayable with interest at the rate of 0.00% per annum, together with an administrative fee of 0.00%.

AND WHEREAS, the Note to be given by the Municipality to the Vermont Municipal Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form found in Exhibit C;

THEREFORE, be it resolved that the Governing Body proceed forthwith to cause said Note to be executed and delivered to the Vermont Municipal Bond Bank upon the price and terms stated, and be registered as the law provides; and

BE IT FURTHER RESOLVED, that the Note when issued and delivered pursuant to law and this Resolution shall be the valid and binding obligation of the said Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, there shall annually be assessed and collected in the manner provided by law each year until the Note, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the bond or bonds as the same shall become due; and

EXHIBIT D

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Municipal Bond Bank is hereby authorized, the presiding officer of the legislative body and Treasurer of the borrower being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in Exhibit A to be delivered in connection with the issuance and sale of the Note, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in said Loan Agreement are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Governing Body, in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Note in the face amount of \$95,400.00 to the Vermont Municipal Bond Bank, execution and delivery of the Note, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that People's United Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Note and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Note payable as aforesaid, and reciting that it is issued under and pursuant to the vote herein above mentioned, and we also certify that the Note is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Note is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We further certify that no litigation is pending or threatened affecting the validity of the Note nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Note, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

EXHIBIT D

ATTEST:

City of Winooski

Clerk

By:

Majority of its Governing Body

And By:

Its Treasurer



Vermont Department of Environmental Conservation

Agency of Natural Resources

EC7 FACILITIES ENGINEERING DIVISION
National Life Building, MAIN 1
1 National Life Drive
Montpelier, VT 05620-3510
FAX: (802)828-1552

Ms. Jessie Baker, City Manager
Authorized Representative
City of Winooski
27 West Allen St
Winooski, VT 05404

September 17, 2018

**Re: CWSRF FNSI and Approval of Facilities Plan
Winooski Main Street Revitalization
Vermont/USEPA Clean Water Revolving Loan Number RF1-212**

Dear Jessie Baker:

The Facilities Engineering Division has completed its review of the following facilities planning documents:

- **Preliminary Engineering Report (PER)** entitled “Winooski Main Street Revitalization Project, Preliminary Engineering Report,” and dated June 2018, by VHB and Dufresne Group.
- **Environmental Information Document (EID)** entitled “*Environmental Report*,” and dated July 12, 2018, by VHB.

A **FNSI** public comment period for this project ended on **August 31, 2018**, and no adverse comments regarding the environmental effects of the project were received by this Division, the **City or VHB**. Additionally, a FNSI hearing was held during a Public Works Commission meeting on **August 9, 2018** and no adverse public comments were received at that time.

The Facilities Engineering Division hereby approves the above-referenced documents as a completed **facilities plan** for the **Winooski Main Street Revitalization Project**. This approval is made in conformance with the State (**Clean Water**) Revolving Fund Operating Agreement between the State of Vermont and the USEPA, Region 1, dated August 2, 1989.

Mitigation Requirements

- Project to be reviewed for any required stormwater permits
- Extensive survey and mapping of existing contaminated soils was conducted to identify locations and the Engineer is to design stormwater infiltration around areas of known or suspected contaminated sites.

This FNSI and facilities plan approval, along with future approval of construction contract documents, is needed to qualify the City for CWSRF construction funding. Such funding may or may not be available when the City is ready to proceed with construction of this project.

To preserve, enhance, restore, and conserve Vermont's natural resources, and protect human health, for the benefit of this and future generations.

Please call Tyson Bry, PE at (802) 477-3453 or Jeff Fehrs, PE at (802) 798-2094 if you have any questions regarding this **FNSI** and **Facilities Plan** approval.

Sincerely,



Eric Blatt, PE
Director
Facilities Engineering Division

Electronic copies:

David Saladino, PE & Brad Ketterling, VHB
Jeff Fehrs, PE & Tyson Bry, PE, Design Section VT-DEC-FED
Thomas Brown, CWSRF Program Lead, VT-DEC-FED
Julia Stone & Mercedes Pinon, Financial Management, VT-DEC-FED
Jessica Bulova, Wastewater Management Program, VT-DEC
Dave Dominico, Watershed Management Division, VT-DEC
Padraic Monks, Stormwater Program, VT-DEC, Watershed Management Division
James Donaldson, Waste Management Division, VT-DEC
William Wilson, Stormwater Program, VT-DEC, Watershed Management Division
Jonathan Harries, USDA Rural Development
Misty Sinsigalli, USDA Rural Development



CITY OF WINOOSKI

27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404

(802) 655-6410
(802) 655-6414 (fax)


PUBLIC HEARING



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|--|
| Agenda Item | Public Hearing: Consideration of Repeal of Section 6.14 "Aggressive Begging/Panhandling" |
| Date | October 1, 2018 |
| Submitting Department | City Manager's Office and City Clerk |
| Recommended Action | <ol style="list-style-type: none">1. Conduct Public Hearing2. Potential Action: If no significant changes are proposed, Council can vote to approve the ordinance change on Monday night. The repeal would go into effect in 30 days. |
| Strategic Vision Area and Strategy | Safe, Healthy, Connected People |
| Expenditure Required | N/A |
| Background Information | <p>The Winooski City Charter, under § 19-304(3) of State Statute allows the Council "To adopt, amend, repeal, and enforce civil and criminal ordinances relating to the regulation or prohibition of any condition, activity, enterprise, public nuisance, or matter concerning the promotion of public health, safety, and welfare, as permitted by the general law of the State."</p> <p>On September 17th, the Council set a Public Hearing date of October 1st to hear testimony on the repeal of Section 6.14 of the Winooski Municipal Code related to "Aggressive Begging/Panhandling."</p> |
| Supporting Documents | Proposed Ordinance Language |
| Interested Parties | All |
| City Manager Approval |  |



Winooski Municipal Code Chapter 6

Criminal Offenses

ARTICLE I. PURPOSE AND APPLICABILITY

Certain activities require regulation and enforcement to maintain order, protect property, promote business, and support the safety and welfare of the public. This chapter includes provisions to control and prohibit activities that affect the quality of life of Winooski citizens and shall apply at all times within the general limits of the City of Winooski.

ARTICLE II. TABLE OF CONTENTS

Article I. Purpose and Applicability

Article II. Table of Contents

Article III. General

Section 6.01. Definitions

Article IV. Regulations

Section 6.02. Abandoned Airtight Containers

Section 6.03. Unlawful Mischief

Section 6.04. Destruction of Trees on Public Grounds

Section 6.05. Trespass of Motor Vehicles

Section 6.06. Open Container

Section 6.06.01. Restaurant and Cabaret Exception

Section 6.06.02. Non-Applicability

Section 6.07. Possession by a Minor

Section 6.08. Disturbing Meeting; Aiding or Abetting Disturbance

Section 6.09. Discharging Firearms

Section 6.10. Disorderly Conduct

Section 6.11. Use of Building by Disorderly Persons

Section 6.12. Loitering

Section 6.13. Indecent Exposure

Section 6.14. ~~Aggressive Begging/Panhandling~~ Repeal October XX, 2018

Section 6.15. Possession of Fireworks

Section 6.15.01. Permits

Article V. Truancy/Disturbing Schools

- Section 6.16. Truancy
- Section 6.17. Truancy Process
- Section 6.18. Disturbing Schools

Article VI. Excessive Noise

- Section 6.19. Intent
- Section 6.20. Noise Abatement Period 10:00 PM to 7:00 AM
- Section 6.21. Noise Regulation at all Times
- Section 6.22. Exceptions to Noise Regulations

Article VII. Penalties

ARTICLE III. GENERAL

SECTION 6.14. ~~AGGRESSIVE-BEGGING/PANHANDLING~~

~~No person shall approach another in an aggressive or threatening manner, for the purpose of begging or panhandling on any street or other public place within the city.~~

~~Repeal October XX, 2018~~



CITY OF WINOOSKI

27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404

(802) 655-6410
(802) 655-6414 (fax)


REGULAR ITEMS



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|---|
| Agenda Item | Chittenden County Regional Planning Commission (CCRPC) Annual Presentation |
| Date | October 1, 2018 |
| Submitting Department | City Manager's Office |
| Recommended Action | Receive presentation from Charlie Baker, Executive Director of CCRPC, on their FY18 Annual Report of Winooski efforts. |
| Strategic Vision Area and Strategy | All |
| Expenditure Required (amount and source) | FY19 dues = \$6,999 |
| Background Information | CCRPC is a critical partner as we implement the strategic vision of the City. In advance of considering the FY20 budget, Charlie Baker requested the opportunity to address you and provide an update on their efforts in Winooski this year. |
| Supporting Documents | CCRPC's FY2018 Annual Report: Winooski |
| Interested Parties | All |
| City Manager Approval |  |

FY2018 ANNUAL REPORT**Winooski**

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY18, the CCRPC invested more than \$5.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$5.3 million in Federal and State investment with \$245,000 in municipal dues and another \$132,000 in local match for specific projects—**a 14:1 return on local investment.**

Winooski representatives to the CCRPC Board and other committees in FY18 were:

- CCRPC representative and Vice Chair – Michael O'Brien
- CCRPC alternate – Abby Bleything
- Transportation Advisory Committee (TAC) – Jon Rauscher
- Planning Advisory Committee (PAC) – Vacant
- Clean Water Advisory Committee (CWAC) – John Choate
- MS4 Subcommittee – John Choate
- All-Hazards Mitigation Plan Update Committee – Vacant

Specific activities the CCRPC is engaged in with Winooski, as well as CCRPC's regional activities, are discussed in the following sections.

WINOOSKI ACTIVITIES

In FY2018, the CCRPC provided direct assistance to Winooski on the following projects and initiatives:

- **Winooski River Bridge Scoping** – Beginning in the spring of 2017 and extending through summer and fall of 2018, the CCRPC, along with the cities of Burlington and Winooski and other partner organizations and stakeholders initiated a scoping study to evaluate rehabilitation and reconstruction alternatives that provide adequate vehicle capacity and improved walk/bike infrastructure along the Winooski River Bridge. In FY18, CCRPC staff worked with the consultant and Advisory Committee (AC) to evaluate bridge reconstruction scenarios and traffic impact analyses; hold Local Concerns and Alternatives Presentation public meetings; coordinate with state officials with regards to historic preservation and natural resource impacts; and develop an Alternatives Evaluation Matrix. In FY19, results of the scoping study will be presented to both the Winooski and Burlington City Councils to select a locally preferred Alternative for the Winooski River Bridge. This scoping project is expected to be finalized by the end of the 2018 calendar year. Total contract amount: \$180,644. (<https://www.ccrpcvt.org/our-work/transportation/current-projects/scoping/winooski-river-bridge-scoping-study/>)
- **Winooski Main Street Revitalization Project** – The CCRPC funded the scoping of the Winooski Main Street Corridor to support the City in their application for funds to reconstruct Main Street through grants from USDA-RD, Clean Water Revolving Fuds, Drinking Water Revolving Fuds and other grant opportunities. Total contract amount: \$50,000.
- **Real-Time Traffic Information** – The CCRPC is working with VTrans and a consultant to plan, design and implement an advanced traffic monitoring system (ATMS) for five corridors in the county to collect travel times and average vehicle speeds through anonymously tracking Bluetooth (BT) devices carried by motorists (cell phones) and vehicles. This project will install BT sensors along US 2/ Main Street and near the Exit 15 area in the City. This project is funded through a \$981,760 Federal Highway Administration grant.
- **Geographic Information Systems** – The CCRPC made updates to the Winooski Map Viewer (<http://map.ccrpcvt.org/winooskimapviewer/>), provided GIS mapping services for integration into Winooski's asset management software, and provided Winooski School District with a map for Safe Routes to School. CCRPC GIS staff uploaded zoning and overlay data to the Vermont Open GeoData Portal.
- **FEMA Pre-Disaster Mitigation** – CCRPC staff worked in early 2018 with municipal staff to prepare a 2017 Progress Report on the implementation of the actions recommended in the Winooski All-Hazard Mitigation Plan. Typically, these were roadway and stormwater projects to mitigate the impacts of future severe rainstorms.
- **Emergency Management – LEOP**: CCRPC staff offered assistance in the Spring of 2018 with the annual local emergency operations plan (LEOP) to ensure that Winooski is prepared in the event of a disaster.
- **Stormwater Planning** – The CCRPC provided support to Winooski through the management of the Rethink Runoff program (<http://rethinkrunoff.org/>) to facilitate multi-municipal cooperation to comply with ANR Municipal Separate Storm Sewer System (MS-4) stormwater permit requirements for public education and involvement.

- **Municipal Infrastructure Inventories** – A pavement inventory was completed.
- **Traffic Counts** – The CCRPC conducted 19 roadway (AADT) counts and two turning movement counts in support of Winooski's transportation projects and studies (<http://vtrans.ms2soft.com/>).
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance** – CCRPC staff continued to provide assistance to all member municipalities to address policy, data, and reporting issues to meet the MRGP requirements. In Winooski, the CCRPC contracted with Watershed Consulting Associates to conduct a water quality concept plan for the Elm Street outfall for a total of \$5,000. Additionally, CCRPC contracted with Stone Environmental to scope improvements to the Pine Grove Terrace neighborhood stormwater pond at a cost of \$7,600.
- **VTrans Better Roads Program** – Using a FY18 Better Roads Category A grant totaling \$3,025, CCRPC staff conducted a road erosion inventory for MRGP compliance.
- **Chittenden County Brownfields Program** – The CCRPC manages this program to help properties that are vacant or underutilized because of potential petroleum or hazardous substance contamination become productive again. Since the fall of 2016, using EPA grants funds, the program has committed \$41,150 to assess potential contamination issues at three properties in Winooski: 4 & 12 Winooski Falls Way (Winooski Hotel); 62-70 Main Street (Strand Theater) and 42 Pine Street (Myers Pool). For more information, visit <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Technical Assistance** – CCRPC staff provided a variety of technical assistance to the City, including:
 - provided support related to the Winooski River Bridge rail repairing project; and
 - participated in numerous meetings to assist with the planning needed to pilot the Weaver Street pop-up project to evaluate a protected two-way bike lane.

Winooski Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal transportation funds, each transportation project, program or operation must be authorized through the TIP. Winooski projects included in the TIP are listed below. These projects are also identified in the FY2018 Vermont Agency of Transportation Capital Program for design or construction.

- **Gateways Crosswalk Enhancements** – \$360,580 project funded with a 2017 TA award (\$289,000) to construct enhanced crosswalk treatments at five locations: Main/ Normand; Main/ Burling; Main/ LaFountain/ Stevens; Main/ Union/ Platt; Malletts Bay/Elm/ St Peter. Construction scheduled to begin in 2021.

REGIONAL ACTIVITIES

- **ECOS Plan and Annual Report** – The ECOS Plan is the combined Regional Plan, Metropolitan

Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County and was readopted in 2018 with major updates to the energy, transportation and economic development sections:

- 2018 ECOS Plan: <http://www.ecosproject.com/2018-ecos-plan/>
- Summary: http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf
- The 2017 Annual Report highlights regional accomplishments, trends, and high priority actions: <http://www.ecosproject.com/annual-report/>
- The ECOS Scorecard is our online data platform that hosts the ECOS Partners' shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals: <https://app.resultsscorecard.com/Scorecard/Embed/8502>
- **Legislative Forum** – The CCRPC hosted the 2017 Legislative Breakfast in December as a forum for a short and focused conversation with local legislators and municipal representatives on key issues and topics important to area municipalities for the 2018-2019 legislative session, including: housing, water quality, and municipal shared services.
(<http://www.ccrpcvt.org/about-us/commission/policies-positions/>)
- **Building Homes Together** – The CCRPC, Champlain Housing Trust and Housing Vermont continue to lead a coordinated campaign to strengthen Chittenden County communities and our economy by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. CCRPC staff developed a series of housing indicators with the first-year data for a press conference that was held in September 2017. CCRPC also began to host a meeting of municipal Housing Committees to facilitate peer learning.
(<http://www.ecosproject.com/building-homes-together>)
- **Clean Water** – The CCRPC is committed to supporting water quality initiatives throughout our region to ensure that all residents have access to clean drinking water; to strengthen our region's recreation and tourism industry; and to become more resilient to flood events. To assist our member municipalities and the state in working together to achieve these goals, the CCRPC has facilitated the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>), provided guidance for the Vermont Clean Water Fund, assisted municipalities with Better Roads grants and stormwater master plans, and participated in the development of updates to the Winooski Tactical Basin Plan which assesses water quality concerns and recommends priority strategies to address these concerns.
- **Public Health** – The CCRPC supports and serves the Chittenden County Opioid Alliance (CCOA, <http://www.ecosproject.com/chittenden-county-opioid-alliance>) together with numerous other regional stakeholders. The CCOA is made up of many dedicated stakeholders who come from different sectors of the community and have partnered together: local non-profit agencies, state and local government; UVM Medical Center; Health Department; business leaders and community members in Chittenden County. CCRPC also served as the lead agency for the Regional Prevention Partnership (<http://www.healthvermont.gov/alcohol-drug-abuse/programs-services/prevention-programs>). Accomplishments included expansion of drug take back locations, promoting drug take-back days, fake ID enforcement, and community

education about substance use prevention.

- **Regional Dispatch Implementation** – The CCRPC continues to work in partnership with Chittenden County municipalities to implement a plan for a consolidated regional dispatch environment for law enforcement, fire and rescue agencies. CCRPC staff facilitated discussions with municipal legislative bodies, participated in hearings with the Vermont Legislature’s Government Operations Committees and provided support to the Joint Survey Committee. Following strong support from voters in Burlington, Colchester, Milton, South Burlington, Williston and Winooski on Town Meeting Day 2018, the Chittenden County Public Safety Authority (CCPSA) was approved as a new union municipal district tasked with delivering regional emergency dispatch services to improve public safety operations.
(<http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>)
- **Emergency Management** – In collaboration with the Local Emergency Planning Committee (LEPC 1, <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), the CCRPC hosted and participated in a variety of emergency management-related workshops and exercises to enhance resilience to disasters in our region. CCRPC also served as a key coordinator between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, worked with municipalities to complete Local Emergency Operations Plans, and facilitated Incident Command System training.
- **Regional Energy Planning** – The CCRPC adopted a Regional Energy Plan to support the State’s Comprehensive Energy Plan consistent with municipal and regional land use plans and policies. The CCRPC conducted significant outreach and incorporated feedback into the Plan from the following: municipal Energy Committee/Planning Commissions; municipal legislative bodies; members of the public; State agencies, including the Vermont Department of Public Service; and CCRPC’s Long Range Planning Committee, Energy Sub-committee, Executive Committee and the Board of Directors. The final plan was adopted on June 20, 2018 as part of the ECOS Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>) and was granted an Affirmative Determination of Energy Compliance by the Department of Public Service on August 9, 2018. This means that the ECOS Plan’s policies will be given “substantial deference” during Public Utilities Commission proceedings. CCRPC has increased participation in PUC proceedings to ensure that local and regional policies are recognized.
- **Education & Training** – The CCRPC participated in and hosted the following trainings: Emergency Management Director/Public Information Officer Workshops, Act 250: Next 50 Years Conference, Economics of Housing Workshop, Regional Housing Convening. The CCRPC also continued to host the 12-month webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.
- **Lake Champlain Byway** – Chittenden County includes eight of the Byway’s 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte. CCRPC staff maintained the Byway website, www.lakechamplainbyway.com and finalized the Byway’s Corridor Management Plan available at: <https://www.ccrpcvt.org/our-work/economic-development/lake-champlain-byway/>.
- **Transportation Demand Management** – The CCRPC and VTTrans transitioned the popular

annual **Way to Go! Challenge** (www.waytogovt.org) to a school-focused K-12 program to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. With the recent expansion of CATMA's (Chittenden Area Transportation Management Association) TDM services throughout the region, 2017 was the final year of promotion for **Go! Chittenden County**, a one-stop-shop for information and advice about our region's transportation resources (www.gochittendencounty.org). The CCRPC's **Travel Smarter** campaign and trip planner provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus. This transitioned into VTrans' TDM program (www.TravelSmarterVT.org).

- **Neighbor Rides** – Since Spring 2013, the CCRPC has been investing in Neighbor Rides to improve the integration of volunteer drivers into human services transportation to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)
- **Regional Active Transportation Plan** – The CCRPC began steps to implement the Regional Pedestrian-Bicycle Plan recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. CCRPC staff led the development and launch of the regional **Greenride Bikeshare** system (www.greenridebikeshare.com), provided walk/bike recommendations on local and state paving plans, assisted municipalities with bike/ped grant applications, developed model bike parking ordinances for municipalities, promoted TDM strategies, and conducted walk/bike counts on paths, bike lanes and roadways. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Regional Transportation Model** – The regional transportation model was updated to better reflect current and future transportation demands due to forecasted demographic and employment changes in the county. The model is a tool used by the CCRPC to compare various land use and transportation scenarios and their effects on our transportation system at a regional level. Most recently, it was utilized in the 2018 update of our Metropolitan Transportation Plan (MTP) to assist in identifying and prioritizing transportation investments that will be most effective in meeting the MTP goals.
- **Chittenden County Transportation Survey** – The 2018 survey largely replicates the 2000, 2006 and 2012 versions to note any historical attitudinal shifts. The chief purpose of the survey is to objectively measure public opinion in Chittenden County regarding the performance of the region's transportation system and to identify strategies to address existing and future deficiencies. Relative to performance, questions measure public opinion on how well the transportation system serves the public's travel needs, affects livability, promotes economic development and opportunity, and affects the environment. The most recent survey was conducted this past April and May and the survey report is currently being drafted. Results will be released in October 2018.
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. An update is planned in FY19 to ensure everyone understands our role and responsibilities for public participation. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – This includes but is not limited to, technical assistance for

various transportation issues, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250/Section 248 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).

- **Intelligent Transportation Systems (ITS)** – The CCRPC has been planning, designing and implementing advanced technologies on congested corridors in the county to improve safety, facilitate traffic flows and reduce delays. (<https://www.ccrpcvt.org/our-work/our-plans/intelligent-transportation-systems/>):
 - **Advanced Traffic Monitoring System (ATMS) using Bluetooth Technology** – The CCRPC, in close coordination with VTrans and FHWA, planned, designed and implemented an Advanced Traffic Monitoring System for five (5) congested corridors in Chittenden County to gather real-time travel data using Bluetooth technology. The system will ultimately integrate with the VTrans ATMS and Traveler Information System (TIS) for 511 through the State Transportation Operations Center (TOC). The CCRPC has already implemented a pilot corridor (Williston Road/US 2) using six (6) Bluetooth sensors for real-time travel data collection, testing and validation purposes. This fall, 24 Bluetooth sensors will be installed along the remaining four (4) corridors. The entire system will be tested and validated and the real-time travel data collected will assist VTrans and municipalities to improve the efficiency, safety, and reliability of the regional transportation system.
 - **Exit 14 Area Traffic Signal Assessment Study** – The CCRPC has been coordinating with VTrans and the municipalities of South Burlington and Burlington to identify strategies to reduce congestion and improve traffic flows in the vicinity of the I-89 Exit 14 interchange. The CCRPC has completed a system assessment study for traffic signals along Williston Road/Main Street between Staples Plaza and Midas Drive, and Dorset Street between Williston Road and Kennedy Drive and developed a strategic plan for signal and communications infrastructure improvements and upgrades. Exit 14 Earmark funds will be used in the near future to implement the highest priority recommendations in South Burlington.

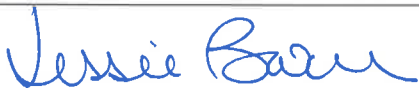
For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 ext *23.



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|--|--|
| Agenda Item (wording to appear on agenda) | Master Plan Update Process Overview |
| Date | October 1, 2018 |
| Submitting Department | Planning & Zoning |
| Recommended Action (included recommended motion if applicable) | This is for informational purposes only – no action is required |
| Strategic Vision Area and Strategy | All Strategic Vision Areas are included |
| Expenditure Required (amount and source) | None |
| Background Information | The City has contracted with the Chittenden County Regional Planning Commission (CCPRC) to complete a comprehensive update to the City's Master Plan. The current plan is set to expire in April of 2019. The Planning Commission has been working to ensure the plan is updated in advance of the expiration to maintain eligibility for grants, regulatory updates, and other programs that may be impacted. |
| Supporting Documents | Staff has provided a memo that includes an overview of the update process and remaining schedule. |
| Interested Parties | Everyone |
| City Manager Approval |  |



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

MEMORANDUM

To: Honorable Mayor and City Councilors

From: Eric Vorwald, AICP, Planning & Zoning Manager

Date: October 1, 2018

Re: City of Winooski Master Plan Update

In June of 2018, the City of Winooski, supported by funding through a Municipal Planning Grant, contracted with the Chittenden County Regional Planning Commission (CCRPC) to update the City's Master Plan. State statute requires that municipalities update their master plan every eight years. The City's current master plan will expire in April of 2019. The framework for the master plan update follows the City's Strategic Vision Statement. Specific chapters include:

- Economic Vitality
- Municipal Infrastructure
- Housing
- Safe, Healthy, Connected People
- City Demographics and Background
- Implementation

In drafting the Master Plan update, the City's Boards and Commissions were asked to provide input on their strategic goals and priorities. This information has been incorporated into the update to ensure consistency with current City initiatives as discussed by these groups. The City has also undertaken multiple studies that focus on specific aspects of the community. These include:

- Main Street Corridor Plan – June 2014
- Housing Needs Assessment – July 2016
- Transportation Master Plan – March 2017
- Parking Plan – July 2017
- Economic Development Strategic Plan – November 2017
- Branding and Marketing Strategy – April 2018

The Planning Commission has taken a deliberate approach to incorporate these planning documents by reference as a way to capture their specific goals, policies and actions while keeping the Master Plan at a more holistic scale. This will allow the Master Plan to synthesize the overarching themes from each document without concentrating on specific details that may be more appropriately discussed by these focused planning efforts.

Draft chapters have been prepared and reviewed by the Planning Commission and are available on the City's website at <https://www.winooskivt.org/masterplan/>. Revisions are being completed to reflect comments and input from the Planning Commission and City staff. A final draft is expected to be completed in November with the Planning Commission conducting their required public hearing in December. Based on the schedule that has been prepared for this update, the Council should be presented with a draft of the plan for their consideration in January.

This is being presented for informational purposes and does not require any formal action.



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|--|
| Agenda Item | Marketing, Branding & Website Update |
| Date | October 1, 2018 |
| Submitting Department | Community and Economic Development |
| Recommended Action | Discussion Item |
| Strategic Vision Area and Strategy | Economic Vitality & Safe, Healthy, Connected People |
| Expenditure Required (amount and source) | \$0 |
| Background Information | Per the Council adopted 2018-2019 Policy Priorities and Strategies, staff has identified implementing the Marketing Plan as a priority strategy under the Winooski Strategic Vision goal of Economic Vitality. Implementing a new website is part of the Marketing Plan and is also a priority strategy under the Strategic Vision goal of fostering Safe, Healthy and Connected People. |
| Supporting Documents | Marketing, Branding & Website Update presentation slides, memo |
| Interested Parties | |
| City Manager Approval | <i>Jessie Baxer</i> |



City of Winooski

Memorandum

27 West Allen Street
Winooski, VT 05404

(802) 655-6410
FAX: (802) 655-6414

MEMORANDUM

To: Mayor Leonard and City Councilors
From: Heather Carrington, Community and Economic Development Officer
Paul Sarne, Communications Coordinator
Date: October 1, 2018
Re: Marketing, Branding and Website Update

Per the Council adopted 2018-2019 Policy Priorities and Strategies, staff has identified implementing the Marketing Plan as a priority strategy under the Winooski Strategic Vision goal of Economic Vitality. Implementing a new website is part of the Marketing Plan and is also a priority strategy under the Strategic Vision goal of fostering Safe, Healthy and Connected People.

Update on Efforts

Marketing & Branding Plan

The final Marketing and Branding Plan was completed and deliverables were received from the consultant, Engage Strategies, in July, 2018. The associated implementation plan is an 18 month process, and is currently underway. The plan involves implementing the new branding, developing a new website, and establishing and launching the legacy campaign.

Branding

The branding initiative resulted in a revised City seal, a Legacy logo, brand position, and brand story. These are all illustrated and explained in the attached slide presentation. Staff is currently undertaking rebranding of our existing documents in preparation for migration to the new website.

New Website

Development of the new website is underway. As reported to Council on June 18th, staff has contracted with CivicPlus to develop the new website. The new website will feature: new and improved agenda and minutes center, a searchable news and document archive, integrated online forms, improved and consistent department pages, professionally managed security and data protection, mobile friendly layouts, and an easy to use, integrated facility rental and program registration platform through CivicRec.

Thus far, staff has had three meetings with CivicPlus covering: website content review, design discovery, and content process. A preliminary "mood board" has been presented by the consultant utilizing the color palette and City seal delivered with the branding package (included in slide presentation).

Legacy Campaign

Leading up to the Winooski Centennial in 2022 the City will develop a “campaign” structure that builds pride and creates a common shared narrative about Winooski

- 100 years of welcoming strivers
- A tight knit community of neighbors
- A culture of always trying to do better as a community

The campaign will be “owned” by the community, widely

- City of Winooski will own the intellectual property – name and logo
- Community groups will take on different aspects of the campaign based on their mission, interest and resources
- A broad steering committee will help launch the campaign initially and provide high level coordination

Staff has initiated outreach to key stakeholder partners to introduce the legacy campaign concept and solicit assistance. The makeup of the steering committee and establishment of campaign strategy and deliverables will be finalized in the next month based on the marketing implementation timeline. Templates for community partners to contribute to the campaign will be developed by staff and distributed through the steering committee and community partners. The campaign is slated to roll out with the new website in February.

Timeline and Next Steps

- Consultant presents website Design Concept to staff - October
- Approval of website design – November
- Initial meeting of Legacy Campaign Steering Committee – November
- Update to Council as part of Economic Vitality goal update - November
- Staff rebranding of internal documents completed - December
- Council to consider requests for funding for Legacy Campaign – November-January (budget process)
- Website and Legacy Campaign Launch – February 2019



Marketing, Branding, & Website Development Update

City of Winooski

Heather Carrington, Community & Economic Development Officer
Paul Sarne, Communications Coordinator

Overview:



Engage Strategies
Marketing & Branding Partner
Process Completed



CivicPlus
Website Development Partner
Ongoing



Combined Rollout & Implementation
February 2019

Deliverables

Engage Strategies

- Revised City Seal – General Internal & External Use
- Marketing Initiative (Legacy Campaign) – Includes Dedicated Logo & Implementation Recommendations





Sub & Co-Branding

These are examples of how the City will co and sub-brand with existing departments and programs.



Police Department
Community Justice Center



Fire Department
Code Enforcement



Community Services Department
Recreation & Parks



Public Works Department
Water Resources & Utilities

Deliverables allowed us to begin work on a Branding, Style, and Social Media Guide, which will include:



City Seal Guidelines



Legacy Campaign Logo Guidelines



Writing for Multimedia



Social Media Guide





Snapshot of the Legacy Campaign

Begins in February, coinciding with the new branding and website launch. Trademark registration in progress for Revised Seal, Legacy Logo, and the **Brand Position (Vermont's Opportunity City)**. Development of campaign still in progress, will include a number of local organizations, businesses, individuals, stories, photographs, projects, and events that are tied to our brand story:

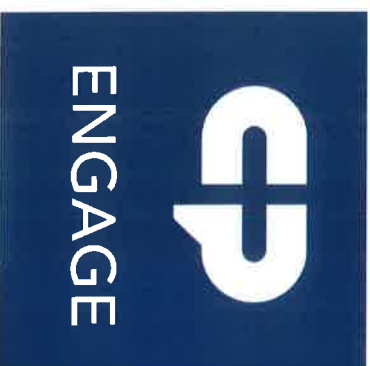
"For almost 100 years, Winooski has welcomed strivers - people looking to build a better life for themselves and their families. We're a small city where neighbors know each other. We're a city where all of our kids learn together, play together, and grow together. We're a community where everyone can participate in city government, in neighborhood gatherings, and in our lively downtown. We're always striving to improve our city and to welcome our next new neighbors."

Deliverables

Website Development

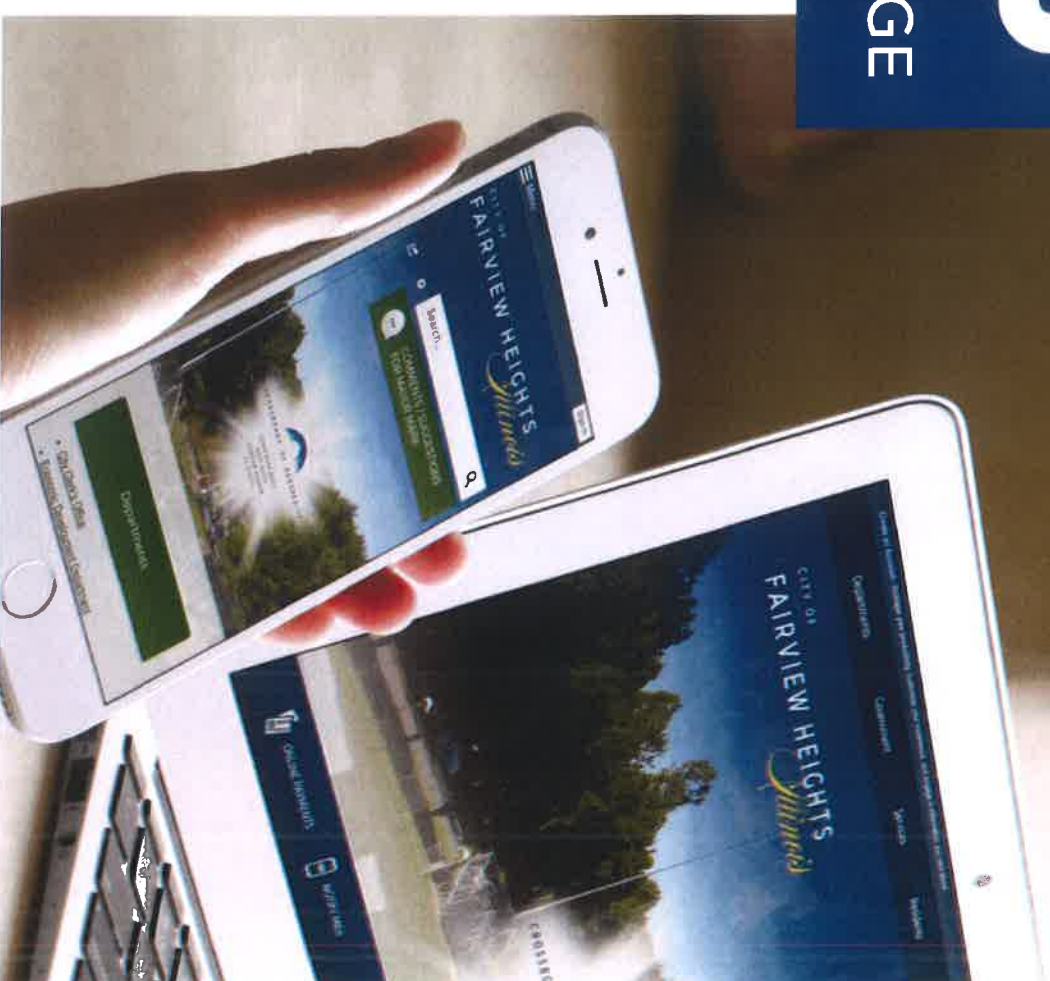
Include a comprehensive website and recreation software package.





Sample Features:

- new and improved agenda and minutes center
- a searchable news and document archive
- integrated online forms
- improved department pages
- professionally managed security and data protection
- mobile friendly layouts
- easy to use facility rental and program registration platform



winooski.vt.gov – acquired

Website Development

Snapshot of Progress

Six stages:

- INITIATE
- Completed ANALYZE
- Started DESIGN & CONFIGURE
- Started OPTIMIZE
- Not Started EDUCATE
- Not Started LAUNCH
- Not Started

| ANALYZE | | | | Unassigned | | Started | |
|---------|---|--------------------------------------|---|------------------|--|-----------|--|
| ▶ | ▶ | Client Deliverables | | Shane Pope | | Started | |
| | ▶ | Website Content Review | | Amanda L. Feiber | | Completed | |
| | ▶ | DNS Configuration | | Fred Hennecke | | Completed | |
| | ▶ | Design Discovery Meeting | Tuesday August 21st 20... | Multiple | | Completed | |
| | ▶ | Content Process Meeting | Meeting, Client Tuesday... | Multiple | | Completed | |
| ▶ | ▶ | Project Workbook: Content Prepara... | Client | Multiple | | Started | |
| | ▶ | Mood Board & Layout | | Unassigned | | Started | |
| | | #77996f |  | | | | |
| | | #d9e22b |  | | | | |
| | | #5b9bd5 |  | | | | |
| | | #0066b7 |  | | | | |
| | | |  | | | | |

Questions?






City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|---|
| Agenda Item | Resolution: Small Business Saturday |
| Date | October 1, 2018 |
| Submitting Department | Community and Economic Development |
| Recommended Action | Approve and sign resolution establishing November 24, 2018 as Small Business Saturday |
| Strategic Vision Area and Strategy | Economic Vitality |
| Expenditure Required (amount and source) | \$0 |
| Background Information | The City of Winooski has been invited to participate again this year in demonstrating our commitment to our small, local businesses by establishing November 24th, 2018 as Small Business Saturday. Small Business Saturday draws national attention to the important role that small businesses play in boosting our economy, creating jobs, and maintaining our neighborhood character. |
| Supporting Documents | Municipal Resolution Establishing November 24, 2018 as Small Business Saturday |
| Interested Parties | Winooski Businesses |
| City Manager Approval |  |



CITY OF WINOOSKI CITY COUNCIL

MAYOR SETH LEONARD
DEPUTY MAYOR NICOLE MACE
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT
COUNCILOR HAL COLSTON
CITY MANAGER
JESSIE BAKER

Resolution

Whereas, the government of Winooski, Vermont, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

Whereas, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

Whereas, 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and

Whereas, 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

Whereas, 73% of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

Whereas, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and

Whereas, Winooski, Vermont supports our local businesses that create jobs, boost our local economy and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Seth Leonard, Mayor of Winooski, Vermont do hereby proclaim, November 24, 2018, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

27 WEST ALLEN STREET
WINOOSKI, VERMONT 05404

(802) 655-6410
(802) 655-6414 (fax)
www.winooski.vt.org



CITY OF WINOOSKI CITY COUNCIL

MAYOR SETH LEONARD
DEPUTY MAYOR NICOLE MACE
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT
COUNCILOR HAL COLSTON
CITY MANAGER
JESSIE BAKER

RESOLUTION Establishing November 24, 2018 as Small Business Saturday

Affirmative Vote:

Mayor Seth Leonard

Councilor Nicole Mace

Councilor Eric Covey

Councilor Kristine Lott


Councilor Hal Colston



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|---|
| Agenda Item | Myers Memorial Pool Rehabilitation – Engineering Services Agreement (Final Design – Construction Phase) |
| Date | October 1, 2018 |
| Submitting Department | Public Works |
| Recommended Action | Authorize City Manager to approve upon final coordination of administrative language (general terms and conditions). |
| Strategic Vision Area and Strategy | Safe, Healthy, Connected People – Address needs at the pool Municipal Infrastructure |
| Expenditure Required (amount and source) | \$310,000 (\$305,000 Engineering Services + \$3k-\$5k BAN cost) |
| Background Information | <p>Enclosed is the Weston and Sampson engineering proposal for Myer Memorial Pool project.</p> <p>The scope of services include all work necessary for design, permitting and bidding of the pool replacement project. Services also include construction phase support through project completion.</p> |
| Supporting Documents | Summary memo, engineering proposal |
| Interested Parties | All |
| City Manager Approval |  |



**CITY OF WINOOSKI
DEPARTMENT OF PUBLIC WORKS**

MEMORANDUM

27 West Allen Street, Winooski, VT 05404

To: Mayor Leonard and City Councilors

From: Jon Rauscher, Public Works Director
Ray Coffey, Community Service Director
Jessie Baker, City Manager
Ryan Lambert, City Engineer
Angela Aldieri, Staff Accountant

Date: October 1, 2018

Re: Myers Memorial Pool – Final Design Engineering Services and Financing Summary

A. Engineering Services Summary

Please find enclosed the professional engineering service agreement for the Myers Pool Rehabilitation project. The scope of work covers remaining design, bidding, permitting, and construction phase services. The total lump sum amount for this work is \$307,000.

Public Works and Community Services have coordinated with Weston and Sampson on the project scope and fee and find it to be acceptable. We have minor administrative comments on the General Terms and Condition language (Ex. liability insurance thresholds) which we are continuing to review with Weston and Sampson. We recommend authorizing the City Manager to sign the proposal upon completion of the General Terms and Conditions language coordination.

B. Engineering Scope Financing

We are proposing to use a bond anticipation note (BAN) to cover the engineering service costs which would roll into a bond for the full project cost. The estimated administrative cost for the BAN is \$3,000-\$5,000. We anticipate the bond would be submitted for the summer issuance in July 2019. The deadline for the summer issuance is May 2019 which will allow the Council, design team, and pool committee to determine a bond value based on the approved bid scope and fundraising to-date.



September 28, 2018

Mr. Jon Rauscher
Public Works Director
City Hall
27 West Allen Street
Winooski, Vermont 05404

Re: Engineering & Architectural Services – Myers Pool Rehabilitation

Dear Mr. Rauscher:

Weston & Sampson Engineers Inc., is excited to submit this proposal to provide engineering architectural services for the Myers Pool Rehabilitation. Having prepared the 2016 assessment report and preliminary engineering for the existing facility at Myers Pool, Weston & Sampson is extremely familiar with the issues with both the pool and pool house, as well as the intent of the proposed facility.

For this next phase, we have teamed with Weimann Lamphere Architects, Engineering Services of Vermont, and HBI Vermont Inc, to provide you with the expertise of a team that is very familiar working on specifically aquatics projects. Our team's core strength is not limited to facility performance and aesthetics; it also includes a focus on the development of mechanical systems, pool operations protocols, and energy efficient components.

Weston & Sampson's has the in-house experience to develop projects from concept to long-term maintenance and operation. Specifically, we offer:

Full-Service Capabilities: Our aquatic designers are supported by civil, environmental, geotechnical, and structural engineers; licensed architects and landscape architects; and technical professionals. Established in 1899, Weston & Sampson expanded its capabilities over the years to include aquatics facility, municipal pool, and spray park design, as well as design-build-operate services to support a variety of aquatic-based projects.

Similar Experience: Aquatics Group staff have completed hundreds of pool design projects throughout the United States. Our project team includes senior staff members who have provided pool/waterpark facility design and construction support on similar projects at White Pool - City of Rutland VT, Byram Park - Greenwich CT, Rosemary Pool – Needham MA, and Various Pools in Worcester, Massachusetts, just to name a few.

A clear, innovative approach to address key project issues: Our team applies a unique "operationally-based" approach to the programming and design of public facilities. Our in-depth interviews with front-line department staff and observations of daily activities generate a deep understanding of operations and yield a cost-effective facility design. Our team is especially mindful of the substantial capital costs associated with public facility development. We recognize our obligation to assist clients with the development of a project design that is consistent with available funding, and then to assist with conveying project requirements to municipal leaders/citizens.

Our team will be led by Mark Mariano, PE, and Tim Sheehan. Mark is a licensed professional engineer, and has successfully managed, designed, and engineered project for Weston & Sampson for the past eight years. Tim is a landscape architect with more than 20 years of experience providing design, production, and project management services for a large variety of aquatic projects, including high-end residential, resort and hospitality, water parks, large-scale residential communities, as well as municipal and commercial properties.

Weston & Sampson's and our team members are prepared to deliver high-quality, sustainable engineering and architecture services to the City of Winooski. If you have any questions or require additional information regarding our submittal, please contact me directly at 802-244-5051 or at biscegk@wseinc.com.

Sincerely,
WESTON & SAMPSON

A handwritten signature in cursive script, reading "Kenneth J. Bisceglia".

Kenneth J. Bisceglia, PE, CHMM
Regional Manager

PROJECT APPROACH, SCOPE OF WORK, AND FEE

PROJECT APPROACH

Weston & Sampson has a long history—over 100 years—of working collaboratively with municipal clients throughout the Northeast, including the City of Winooski. Weston & Sampson's aquatic engineering and construction divisions also have significant experience in the design and construction of municipal pool projects going back almost 40 years. Our designers, engineers, and team members bring a diverse set of specialized experience to this project, which is critical for a pool facility project such as the one proposed to replace the existing Myers Pool.

We believe that collaboration and frequent communication with our clients helps prevent misunderstandings and costly delays in the process.

We have been working with the City since 2016, in the hopes of getting to this point where we can finish the proposed design, and watch the dream come alive.

This scope is a comprehensive scope that will provide direction on producing design development drawings, construction documents, permitting the project, bidding the project, and providing construction administration assistance for this project.

Based on the schematic engineering phase, the goal is to have a construction budget that will be approximately \$3.4 million to provide a new facility.

SCOPE OF WORK/DELIVERABLES

Task #1: Design Development:

1. Attend (1) kick off meeting with the City, and City representatives, to kick off the project. At this meeting we will:
 - a. Provide a timeline of the project.
 - b. Review the current schematic plans and look for comment from the City.
 - c. Present the potential valued engineering options (VE) which the City could save and would need to be incorporated into the project.
2. Incorporate potential VE options.
3. Refine existing aquatic, architecture, and civil drawings.
4. Produce design development drawings for:
 - a. Building Structural
 - b. Mechanical, Plumbing, and Electrical (including the commercial kitchen for concessions)
 - c. Landscape
5. Provide a cost estimate of the current state of the project.
6. Establish a design development plan for stormwater management.

PROJECT APPROACH, SCOPE OF WORK, AND FEE

7. Participate in periodic conference or video calls with the design team.
8. Provide project coordination between disciplines.
9. Coordination with public utilities.
10. Submission to the City would be at 100% Design Development Drawings, No specifications will be submitted in this set.
11. Provide (1) set of Drawings to the City.
12. Provide (1) presentation, in a public forum for public input or input from City Leaders.

Task #2: Construction Documents:

1. Provide (1) meeting with the City to review the current design development drawing, reviewing:
 - a. Current project cost.
 - b. Current issues and conflicts
 - c. Potential cost impacts on the project.
 - d. Understand the City's comments and comments that should be incorporated into the Construction Document phase.
2. Produce (2) Submission sets.
 - a. 50% Construction Documents Set – Specs and Plans
 - b. Stamped Construction Document Set – Specs and Plans
3. Hardcopy of the 50% Construction Document plans, and specs will be issued to the City.
4. Incorporate comments from the City and provide coordination between the disciplines.
5. All stamped plans will receive a Vermont Professional Stamp per each discipline.
6. Provide a final project Cost Estimate.
7. One print set of drawings and specifications will be delivered to the City. Documents will be available electronically potential bidders.

PROJECT APPROACH, SCOPE OF WORK, AND FEE

Task #3: Permitting:

1. Assemble and submit the following permits to submit to local, county, and state level approving authorities.
 - a. Water and Wastewater Permit
 - b. 3-9015 Stormwater Permit
 - c. 3-9020 Stormwater Permit
 - d. Act 250 Application
 - e. Local Zoning Permit Application
 - f. Construction Waste Management Plan
 - g. Vermont Fire and Safety Permit
 - h. Local Health Permitting related to the pool.
2. Permitting will consist of:
 - a. Assemble Permit
 - b. Submit permitting to Approving Authority.
 - c. Meeting with Approving Authority, if necessary.
 - d. Revising drawings per comments.
 - e. Providing all project end permit closeout paper with approving authority.

Task #4: Bidding:

1. Assist the City with advertising the project
2. Attend (1) pre-construction meeting and lead a pre-construction meeting at the facility.
3. Respond to any RFIs, issue any addendums that surface from meeting or anything within our drawings.
4. Review the submitted bids.
5. Check references for the low bidder.
6. Provide a recommendation to the City

PROJECT APPROACH, SCOPE OF WORK, AND FEE

Task #5 Construction Administration:

Based on a (12) month Construction Contract with a potential (2) month winter shutdown.

1. Review contractor's shop drawings and respond to Requests for Information (RFI's) to confirm coordination and advise architect and owner of issues noted. Initial review and one (1) revision shall be covered within this scope. Subsequent submittal review for previously reviewed submittals shall be billed as additional services.
2. Participate in periodic conference or video calls with the design and construction team to monitor construction progress and address issues that may arise.
3. Review pay requisitions and change orders.
4. Assemble and facilitate final contractor contracts.
5. Provide Construction Inspections as identified below:
 1. (14) Site Visits for Project Manager and Engineer to check on Progress, meeting, and inspect the site during times of critical installation.
 2. (6) Days with Geotechnical Engineer
 3. (5) Visits related to the Site Work.
 4. (5) Visits related to Architecture
 5. (3) Visits related to MEP
 6. (1) Visit related to Landscape Architecture.
 7. (5) Visits related to Structural Items.
6. Produce a Final Punchlist
7. Process all closeout paperwork and warranties.

PROJECT APPROACH, SCOPE OF WORK, AND FEE

PROPOSED FEE

Weston & Sampson will complete the above work for a Lump Sum of Three Hundred and five Thousand Dollars (\$305,000.00):

| Task | Description | Fee |
|------------------|-----------------------------|---------------------|
| | Myers Pool Facility | |
| 1.0 | Design Development | \$62,000.00 |
| 2.0 | Construction Documents | \$111,000.00 |
| 3.0 | Permitting | \$20,000.00 |
| 4.0 | Bidding | \$12,000.00 |
| 5.0 | Construction Administration | \$100,000.00 |
| TOTAL FEE | | \$305,000.00 |

Work will be billed to the City as performed and shall not exceed without prior approval.

Weston & Sampson will cover all expenses such as travel and reproducible for the site visits and items outlined above.

Please see Appendix A for further breakdown of above mentioned fees.

For further clarification, the following consulting services are **EXCLUDED** from our proposal:

1. Permit Fees required by Approving Authorities.
2. Substantial changes after design development.
 - a. Changes to pool program which involve, adding program, and removing and altering the size of the pool.
 - b. Changes to the Bath House building, including adding program, changing footprint of the building, and layout of the building.
 - c. Additional value engineering after design development.
4. Hazardous Analysis Testing.
5. Geotechnical Testing.
6. Designs of a Ballasted Pool.
7. Designs of slide foundation (always by slide manufacturer)
8. Any work scope not mentioned herein.
9. Permitting beyond above mentioned.
10. Site Visits beyond above mentioned.
11. Full time construction oversight.
12. Full time clerk of the works.
13. Material Testing.
14. Design of second floor office space in proposed addition.

or WESTON & SAMPSON'S performance of work subsequent to receipt thereof, does not constitute acceptance of any terms or conditions other than those set forth herein.

17. If any provision of this Agreement shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

Approved by:

OWNER Name

Signature

Date

Printed Name and Title

Y:\WA-Peabody-Depts\Marketing\Proposals\76217 MA\Aquatics\Aquatics - Winsorshi, VT\Terms And Conditions - VT.Docx

City of Winooski
Myers Pool Rehabilitation

PROJECT APPROACH, SCOPE OF WORK, AND FEE

Please acknowledge acceptance of the terms of this contract with your signature in the space provided along with our attached standard terms and conditions so we can place this project on our schedule. Invoices shall be issued for payment as design progress is made. We look forward to the opportunity to work with you and the City of Winooski.

Very truly yours,

WESTON & SAMPSON



Kenneth J. Bisceglia, PE, CHMM
Regional Manager

Accepted by:

Jessie Baker
City Manager
City of Winooski, VT

Date: _____

Weston & Sampson

www.westonandsampson.com



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|---|
| Agenda Item | Grant Approval: Vermont Land and Water Conservation Fund Grant |
| Date | October 1, 2018 |
| Submitting Department | Community Services Department |
| Recommended Action | Motion to approve submission of Pre-Application and, if invited, subsequent full application for up to \$150,000 in funds to support the Myers Memorial Pool Renovation Project. |
| Strategic Vision Area and Strategy | Municipal Infrastructure Safe, Healthy, Connected People |
| Expenditure Required (amount and source) | 50-50 Match Grant. |
| Background Information | <p>We are seeking to apply for this grant in support of the cost of reconstruction of the Myers Memorial Pool.</p> <p>The attached summary from the funder details the grant program, including the requirement that projects supported by this grant be retained in perpetuity as recreational facilities. Given that the Myers Pool was originally funded with a grant from the LWCF (\$100,825 grant in 1971) this requirement is already in place for the property.</p> |
| Supporting Documents | <ul style="list-style-type: none">• LWCF Application Supplement excerpts |
| Interested Parties | |
| City Manager Approval | |



CITY OF WINOOSKI

Grant Proposal

The following information is being provided and will be presented to the Winooski City Council at the duly warned City Council meeting:

Name of the Grant: Vermont Land and Water Conservation Fund Program Grant

Purpose of Grant: Funds to support Myers Pool Reconstruction Project

Amount of Grant: Up to \$150,000

Source: Federal X (pass through) State Foundation Other

Sub-Recipients: N/A

Conditions:

| | |
|--|---|
| Applicable Match <i>(Describe the financial obligation of the City needed to secure the grant)</i> | 50 – 50 match |
| In Kind Allowed <i>(Does the City have the ability to meet the grant requirement with means other than cash?)</i> | Yes (labor and volunteer time eligible) |
| Reimbursement Process <i>(What does the granting agency require for reimbursement?)</i> | Submittal of invoices will trigger reimbursement. |
| Post Grant Obligations <i>(What follow up reports or extending financial obligations does the City have to meet to receive the grant? Include reports by sub-recipients.)</i> | Please see attached “Vermont Land and Water Conservation Fund Grant Application Supplement”. |
| Plan to meet obligations | Any required reports will be completed by Community Services Department staff. Other “Continuing Responsibilities” will be managed by a partnership between the Community Services and Public Works Departments. |
| Other | |

Other Notes: N/A

The department head submitting this grant proposal is responsible for assuring that the information above is complete. This department head must also assure that the condition of the grant are met, including assuring that the finance staff and sub-recipients understand the tracking responsibilities.

Department Head Approval:



Date 9/28/2018

Sub-Recipient Approval:

Date _____

Finance Department Approval:



Date 9/28/18

City Manager Approval:



Date 9/28/18

The Winooski City Council hereby approves the above Grant Application on the
_____ day of _____, 20__.

City Clerk

Vermont Land and Water Conservation Fund Grant Program



Pre-Application Due Date:
October 15, 2018

Full Application Due Date:
No later than 12:00 Noon

December 17, 2018

2018-19 Application Supplement

Foreword

This supplement is designed to assist applicants in applying for federal funds available under the National Park Service's Land and Water Conservation Fund (LWCF) program. It is separated into three parts, **Part A: Completing the Application**, **Part B: Project Approval and Administration**, and **Part C: Appendix**.

Part A summarizes the Land and Water Conservation Fund program, presents the rules and regulations governing disbursement of federal funds, discusses project selection criteria and describes the materials required for a complete application. Part B of the Supplement provides an overview of the federal approval process and is meant to assist sponsors with administering their projects after federal approval. Part C provides supplemental information including a map of Regional Environmental Offices, samples of maps to be created for the application and a summary of the 2014-2018 SCORP Key Findings and Desired Conditions.

It is hoped that the material presented will answer many questions about the program. If further information or clarification is needed at any time during the application or administration stages of the grant, please contact:

Jessica Savage, Recreation Program Manager
Land and Water Conservation Fund
Vermont Department of Forests, Parks and Recreation
1 National Life Drive Davis 2
Montpelier, VT 05604
802-249-1230
jessica.savage@vermont.gov

Information can also be found on our website by clicking:
<http://fpr.vermont.gov/recreation/grants/lwcf>

Information about the LWCF State Assistance Program including contact information for National Park Service Regional Offices can be found on the Web at www.nps.gov/lwcf.

The Land and Water Conservation Fund is subject to the provisions of Title VI of the 1964 Civil Rights Act, Section 504 Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. Under these acts, the U.S. Department of Interior strictly prohibits discrimination because of race, color, handicap, age, or national origin in its federally assisted programs.

The Vermont Agency of Natural Resources is an equal opportunity agency and offers all persons the benefit of participating in its programs and in competing in all areas of employment regardless of race, color, religion, sex, national origin, age, disability, sexual preference, or other non-merit factors.

Important Points

The Land and Water Conservation Fund (LWCF) Program provides matching grants to States and local governments for the acquisition and development of public outdoor recreation areas and facilities (as well as funding for shared federal land acquisition and conservation strategies). The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

LWCF is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs. This includes acquisition costs. Reimbursement in federal funds can be made for up to 50% of the total approved project costs as approved in the grant agreement.

Eligible Applicants/Project Sponsors:

- Cities
 - Towns
 - Villages
 - School districts
 - Fire districts
 - Inter-municipal districts
-
- Project sponsors must have control and tenure of the property and agree that the area within the project boundary be retained in perpetuity for public outdoor recreation use. LWCF regulations only permit funding for projects on leased land on a very limited basis.
 - Park areas acquired and/or developed with LWCF assistance are federally protected and may not be converted to non-outdoor recreational use without the approval of the National Park Service. This requirement is included in section 6(f) of the Land and Water Conservation Fund Act and is commonly referred to as the “6(f) requirement”.
 - When applying for LWCF assistance a 6(f)-project boundary map is to be created for the public outdoor recreation area being acquired and/or developed. If a structure exists on the property that serves to support other than outdoor recreation (i.e. school, town garage) please indicate its location on the map but omit it from the park boundary area by at least a 50-foot buffer. Public access must also be guaranteed for LWCF assisted sites to ensure they are self-sufficient.
 - Grantees and subgrantees shall use their own procurement procedures that reflect applicable state and local laws, provided the procurements conform to the requirements of 2 CFR 200.
 - The sponsor is responsible for any costs incurred in excess of those included in the confirmed cost estimate.

- A 5% retainer of the LWCF grant amount may be withheld until project is completed and a final inspection has been performed by our office.

Part A:
Introduction to the Land and Water Conservation Fund
(LWCF) and the Grant Application Process



LWCF Grant Program Timeline 2018-2019

August 2018

FPR will make the announcement that the grant application process has begun.

October 15, 2018

Pre-applications are due to FPR. Submit pre- applications electronically (including maps, photos, etc.). Site visits will be scheduled soon after receipt of pre-applications.

October, 2018- March 15, 2019

Pre-application site visits are conducted by FPR staff to determine eligibility of proposed work and help resolve any questions prior to the ranking committee meeting.

December 17, 2018

Full Applications are due to FPR no later than 12 noon.

December 17, 2018- January 18, 2019

Applications are reviewed for completeness and eligibility by FPR Staff and forwarded to Project Application Ranking Committee (PARC) members.

January 18, 2019

PARC will meet for preliminary funding recommendations. **NOTE: project sponsors will be invited to present their projects and answer questions by the committee.** The committee scores and prioritizes applications using established criteria.

March 1, 2019

Funding recommendation announcements made by FPR. Applications now begin the federal approval process.

NOTE: No grant related work may begin prior to National Park Service approval.

Summer 2019

When a project is recommended for funding, it is just the beginning of the federal approval process, which may take a few months. The sponsor can take this time to apply for all local, state, and federal permits and clearances. FPR will work with sponsors to obtain any additional documents that are required as part of the application to National Park Service. A series of federal forms are completed by FPR to be submitted with each project's application. Federal approval can take anywhere from 4- 8 weeks once the completed application materials are sent to NPS. A Project Agreement between the sponsor and FPR is made when federal approval is secured.

History of the Program

More than 40 years ago, the Visionary Outdoor Recreation Resources Commission recommended creation of the Land and Water Conservation Fund in response to the fundamental need for local recreational opportunities. In September 1965, the U.S. Congress approved and the president signed Public law 88-578, the Land and Water Conservation Fund Act of 1965. Section 4601.4. The Statement of Purpose explains the program is meant "... to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations ... such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..." This law, as amended, uses funds derived from entrance or admission fees to federal recreation areas, Outer Continental Shelf (OCS) revenues from leasing oil and gas sites in coastal waters, federal surplus real property sales and a small portion of federal motorboat fuel taxes, to provide matching grants to the states and units of local government for the acquisition and development of public outdoor recreation areas and facilities. The federal administering agency is the Department of the Interior, National Park Service (NPS).

LWCF has provided over 100 Vermont communities and state agencies with more than \$26 million towards the acquisition, conservation and development of outdoor recreation areas and facilities. The Land and Water Conservation Fund helps states and communities preserve important recreation opportunities and protect environmentally sensitive areas now and for the future by providing matching grants to states for acquiring state and community parks.

Because recreation is a significant contributor to the economy of many communities, new or renovated parks and trails are a proven catalyst to community revitalization and can attract tourist dollars. Proximity to parks, open spaces and recreation facilities also increases real estate values. Relocations decisions by many businesses and families are partly based on the availability of park and recreation facilities. By providing matching funding for both open space acquisition and recreation development at the local and state level, the Land and Water Conservation Fund is an essential factor in the local economic equation.

Overview of Vermont's LWCF Program

Distribution of Funds

Vermont receives an annual apportionment of stateside funds. The remainder is divided in half: 50% is for municipal outdoor recreation grants and 50% is for outdoor recreation projects on state lands, usually state parks.

Eligible Applicants

LWCF grants are available only to municipalities (i.e. any governmental entity, cities, towns, park districts, school districts, fire districts, etc.). Non-profit organizations and private entities are not eligible applicants.

Eligible Projects and Project Costs

There are two general categories of projects that can receive LWCF funds: Acquisition and development. Funds are available for the acquisition of lands and waters or for the development and enhancement of public outdoor recreation facilities that are consistent with the outdoor recreation goals and objectives highlighted in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and recreation elements of local plans.

Development

Development projects can be the construction or rehabilitation of outdoor recreation facilities or areas. A major rehabilitation project may consist of the repair, restoration, or reconstruction of eligible facilities, which is necessitated by obsolescence, building code changes, or normal wear and tear not attributed to a lack of maintenance.

Plans for the development of land and/or facilities should be based on the needs of the public, the expected use, and the type and character of the area. Facilities should be attractive for public use and generally be consistent with the surrounding environment. Plans and specifications for the improvements and/or facilities should be in accord with established engineering and architectural practices. Emphasis should be given to the health and safety of users, accessibility to the general public, and the protection of the recreation and natural values of the area. Facilities can only be developed on properties that the project sponsor has title to or complete control and tenure.

Eligible Facilities (examples):

- Sport playfields
- Hiking, biking and walking trails
- Camping
- Picnic facilities
- Boating facilities
- Swimming areas
- Playground areas
- Restroom buildings
- Roads, parking, landscaping, and walkway

Ineligible Facilities (examples):

- Indoor facilities (except swimming pools and ice skating rinks)
- Community centers
- Historic buildings
- Park manager's residences
- Meeting rooms
- Auditoriums
- Maintenance equipment
- Commercial-type amusement centers

Eligible Costs for Development:

- Construction costs, which may include necessary construction activities from site

- preparation to completion of the project within limits of the scope of work.
- Certain types of permanent recreation equipment are eligible, provided it is required by state law or regulation to make a facility initially operable. Such equipment might include sprinkler systems, pumps, lifeguard stands, tennis nets, baseball backstops and similar items.
- Informational and directional signs at entrances, exits, or other necessary locations throughout the project area, interpretive facilities for items of particular interest, and certain other facilities intended to explain the project or draw the public to it.
- Cost of purchasing, leasing, or renting items of equipment clearly necessary for successful completion of the project can be eligible for fund assistance. The purchase of equipment for maintenance or operational purposes (i.e. mowers) is not eligible.

Pre-agreement Costs for Development:

The costs of site investigation and selection, site planning, feasibility studies, preliminary design, environmental assessment, preparation of cost estimates, construction drawings and specifications may be eligible for assistance although incurred prior to project approval.

The use of professional, outside consultants in the formulation of project proposals is encouraged. Thus, the development of work programs, cost estimates and budgets, work flow charts, and such other items as are necessary to develop a sound planning program by outside consultants, university personnel, or by appropriate state personnel may be allowable costs, although incurred prior to project approval.

All pre-agreement planning costs incurred within three years prior to project submission to National Park Service are allowable. Eligible planning costs incurred beyond three years may be allowable provided the earliest date from which they are incurred is identified in the project agreement. The sponsor must provide sufficient information to justify the amounts of such pre-agreement costs, periods during which they were incurred and their purpose to justify the applicability to the particular project. If you question the eligibility of any costs related to your project, contact our office.

Applicants should be sure to follow their municipality's procurement standards for hiring a consultant. A number of proposals must be solicited from qualified consultants and the applicant must be able to document why they made their particular choice.

Ineligible Costs for Development:

NOTE: These expenditures cannot be included in the project cost estimate as a basis for determining financial assistance because they are not eligible for reimbursement.

- Ceremonial or entertainment expenses

- Expenses for publicity
- Bonus payment of any kind
- Charges for contingency reserves or other similar reserves
- Charges for deficits or overdrafts
- Taxes for which the organization involved would not have been liable to pay
- Interest expenses
- Charges incurred contrary to the policies and practices of the organization involved
- Damage judgments arising out of acquisition, construction, or equipping of a facility, whether determined by a judicial decision, arbitration or otherwise
- Operation and maintenance costs of outdoor recreation areas and facilities
- Cost of discounts not taken
- Equipment to be used for the ongoing maintenance of outdoor recreation areas and facilities including, but not limited to, automotive equipment, tractors, mowers, other machinery and tools
- Employee facilities including residences, appliances, office equipment, furniture, and utensils
- Donations or contributions made by the sponsor, such as to a charitable organization
- Salaries and expenses of the office of the Governor or of the chief executive of a political subdivision, or of the State legislature or similar local governmental bodies
- Fines and Penalties
- The sponsor is responsible for any costs in excess of those included in the confirmed cost estimate
- Any losses and related costs arising from uncollectible accounts and other claims
- Legal and professional fees paid in connection with raising funds

School Related Projects:

Playgrounds and outdoor recreation facilities on public school grounds for joint school/general public use are eligible, provided that the facilities are not part of the normal and usual program and responsibility of educational institutions and that they otherwise meet requirements for a grant under the LWCF program. Facilities needed to meet the physical education and athletic program requirements of a school may not receive fund assistance. **The grant application must include a schedule of the time the facility will be available to the public.** The schedule of use substantiates the primary intent of the project as being public community outdoor recreation. Additionally, adequate signs must be installed, prior to final payment on the project, at the site indicating when the outdoor recreation facilities are available to the general public.

Use of federal money for playground equipment requires meeting national safety standards. The US Consumer Product Safety Commission developed the "**Handbook for Public Playground Safety**" as a blueprint to help local communities and other groups build safe playgrounds. This handbook includes technical safety guidelines for designing, constructing, operating and maintaining public playgrounds. Please contact the LWCF

office for a copy or go to the US Consumer Product Safety Commission's website at <http://www.cpsc.gov/PageFiles/122149/325.pdf>.

The development of facilities primarily for the interscholastic sports, such as stadiums, and athletic fields with grandstands or more bleacher seating than would normally be required for non-interscholastic athletic use, are not eligible for assistance.

IMPORTANT: The investment of LWCF funds in a parcel requires that the 6(f) area not include any structures for other than the support of outdoor recreation. Once LWCF funds are invested in a parcel, the area within the project boundary may not be converted to any use other than outdoor recreation without the approval of the Secretary of the Interior. **This means that school facilities may not be expanded into the designated recreation area.** For this reason, it is recommended that when creating a 6(f) boundary area that a buffer zone of 50 feet be maintained around any buildings that are not involved in outdoor recreation (Refer to the next section for more information on the Section 6(f)(3) of the LWCF Act).

Section 6(f)(3) of the LWCF Act

Section 6(f)(3): *No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. The Secretary shall approve such conversions only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least fair market value and of reasonably equivalent usefulness and location.*

This requirement applies to all parks and other sites that have received funds from LWCF whether for acquisition, development, or rehabilitation. As a result of this act applicants are asked to submit a 6(f)(3) boundary map which delineates the area being developed or acquired with federal LWCF funds. This area will be afforded the protection of Section 6(f)(3) of the LWCF Act ensuring that the area is reserved for outdoor recreation in perpetuity.

The 6(f)(3) map also ensures that the area delineated by the boundary line is a self- sustaining recreation unit. Normally this will be the total area of the unit receiving LWCF assistance. In no case will the area be less than the area to be developed or acquired under this LWCF application. At a minimum, the area must include a logical management unit within the park to include parking and public access.

NOTE: Instructions for developing a 6(f) map to be included in your application can be found later in this supplement.

Part B:
Project Approval, Administration and Post Completion
Responsibilities



National Park Service Approval Process

Projects that are recommended for funding are sent to NPS for final approval. FPR compiles materials from project applications and completes federal forms for each application. The Division for Historic Preservation, Water Quality, and Fish and Wildlife review the proposed projects and sometimes make recommendations. From the time applications are sent to NPS for approval, sponsors can expect to wait some time for approval to be sent back to FPR.

The materials sent to National Park Service from the application are as follows:

- Project Review Sheet/Permits
- Geographic Location Map
- Site Plan Location Map
- 6(f)(3) Legal Boundary Map
- Proof of Control and Tenure/Deed References
- SCORP References

Materials submitted for each application:

- Section 106 Archaeological Approval
- Flood Hazard Area Statement
- Fish and Wildlife, Natural Heritage Review
- Project Agreement (to be signed)
- Confirmed Cost Estimate
- Federal forms
- Additional Materials for Acquisition Projects
- Statement from the review appraiser approving appraisal to federal standards
- Statement of Just Compensation
- Waiver of Right to Just Compensation, if applicable
- Statement of difference in value, if applicable
- Relocation plan, if applicable

As soon as applications are sent to NPS for approval, FPR generates an agreement to be signed by the sponsor and our office stating the general provisions of the grant program. When NPS approval has been obtained a copy of their agreement and the agreement between the sponsor and our department will be sent for your records.

Procurement Procedures:

Grantees and subgrantees shall use their own procurement procedures that reflect applicable state and local laws, provided the procurements conform to the requirements of 2 CFR 200.

Accounting Instructions:

LWCF operates on a cost-sharing, reimbursement basis. The sponsor pays the expenses incurred on the project and periodically submits billings to FPR. It is important for the sponsor to have its local share, plus borrowing power if necessary, to cover operating expenses as the project


progresses and while it is awaiting reimbursement. However, interest on money borrowed is not eligible for reimbursement. It is possible that actual project costs will be higher than what appears in the grant agreement after work on the project begins. LWCF will reimburse costs up to the designated grant amount. Any costs over the original project total will be the sponsor's responsibility. A reimbursement rate is designated in the application and approved by NPS; this rate will be applied to all requests for reimbursement. Please refer to the reimbursement request forms for specific instructions on how to complete. Sample forms are part of the reimbursement request packet, and are available at the FPR website.



City of Winooski

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

City Council Agenda Item

| | |
|---|--|
| Agenda Item | FY20 Budget Goal Discussion |
| Date | October 1, 2018 |
| Submitting Department | City Manager's Office |
| Recommended Action | Discuss Council's guidance as staff works to develop the FY20 Budget |
| Strategic Vision Area and Strategy | All |
| Expenditure Required | None at this time |
| Background Information | <p>As we work to develop the FY20 proposed budget, we'd like the Council to consider the following questions:</p> <ul style="list-style-type: none">• What is the Council's tax rate goal for FY20?• What are your priority areas to fund?• Given that we may need to identify cuts, what are your priority areas for service reductions?• Are there new initiatives or programs you would like us to consider as we build the budget?• Consider the tax rate impacts of significant capital projects in reference to the overall tax rate goal. |
| Supporting Documents | FY20 Budget Goal Discussion memo |
| Interested Parties | All |
| City Manager Approval |  |



City of Winooski

Office of the City Manager

27 West Allen Street
Winooski, VT 05404
(802) 655-6410

JESSIE BAKER
City Manager
jbaker@winooski.vt.org

MEMORANDUM

To: Mayor Leonard and City Councilors
From: Jessie Baker, City Manager
Date: September 28, 2018
Re: FY20 Budget Goal Discussion

On September 17, 2018, the Council approved the FY20 budget schedule as presented by the Leadership Team. As we work to build the proposed budget over the next two months, there are key questions we would like you to consider:

- What is the Council's tax rate goal for FY20?
- What are your priority areas to fund?
- Given that we may need to identify cuts, what are your priority areas for service reductions?
- Are there new initiatives or programs you would like us to consider as we build the budget?

My recommendation is to present a FY20 budget that achieves the Council's tax rate goals and maintains our current level of services including continuing work toward the 2018-2019 policy goals and strategies adopted by the Council. As part of this recommendation, we would call out areas where budget allocations have significantly changed. Our hope is that this budget proposal would be outside of any additional tax rate increases associated with the Myers Pool Reconstruction or the Main Street Revitalization project. As you consider these questions, we wanted to provide some background information as well.

Residential Tax Rates

| | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 |
|--------------------------|----------|---------|----------|----------|----------|----------|
| Municipal Tax Rate | \$.9950 | \$1.015 | \$1.0250 | \$1.0325 | \$1.0450 | \$1.0689 |
| % increase | | 2.0% | 1.0% | 0.7% | 1.2% | 2.29% |
| Voter approval of budget | 65% | 55% | 67% | 67% | 72% | 74% |

In FY19 every 1% increase to the tax rate adds \$0.0107 to the current tax rate and raises an additional \$50,300. In FY19 every \$1M addition to the grand list, would raise an additional \$10,700 outside of the TIF District.

Initial FY20 Assumptions

- COLA of 2.8% (July to July = 2.9%; August to August = 2.7%): \$132,500
- Modest grand list growth – Meeting in October for a systematic review of what is known
- Initial health insurance projections show an increase of only 2.5%: \$13,500 based on current enrollment
- Non-Union Wage Adjustments phased implementation
- Workers Compensation Increases
- Maintain reduction in WCDC repayment
- Continued commitment to Community Outreach Team

FY20 Budget Adds Needed

- Chittenden County Public Safety Authority
 - Capital and operational investment for transition
 - Potential local staffing needs given transition
- Rental Registry inspection expansion to include WHA units
- Salary contingency (AFSCME contract expires on 6/30/19 and other wage adjustments)

FY20 Budget Adds For Consideration

- Affordable Housing Trust Fund allocation
- Accounting/Capital Projects Project Manager support
- Camera system and server improvements
- Downtown Winooski request
- Engagement – Breaking down barriers to participation on Council and Commissions. Consider childcare provision, purchasing technology for Council, and increased training
- Expansion of the MOU with Department of Fire Safety for the purpose of conducting local plans review
- Fire – Assistance to Fire Fighters Grant consideration
- HRA/FSA administration shift (approximately \$1,200)
- School Newsletter contribution
- Tree services and maintenance add needed

Capital Improvement Plan Considerations

- Historic CIP escalator of 5% approved in March 2007 would equate to an additional \$20,500 in FY20.
- Downtown Improvements – Cement roadway, Pavers, Fountain
- Main Street Revitalization
- Myers Memorial Pool
- Streets & Water Infrastructure – Prioritize Hickok Street
- Technology (computers, thin clients, tablets) replacement plan including Windows 7 migration
- Facilities upgrades – Senior Center roof, HVAC at OCC,

Other Items for Consideration

- Local Options Tax implementation
- O'Brien Community Center leasing
- Parking Garage Bond Vote



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Non-Citizen Voting:

The City Council of Winooski has directed that the city explore proposing a charter change that would enable all residents over the age of 18 to vote regardless of citizenship status. On September 17th, City Council moved to diverge from the November ballot voting timeline to address outstanding process, operational, and community outreach/engagement concerns. At the September 17th meeting, Council members expressed a desire to consider how the city could move the issue forward. To do so, Council will need to provide direction and feedback on the desired process for moving this discussion forward, the content that should be considered during the process, the desired outreach/feedback/engagement around the issue, and any timeline direction for structuring next steps.

This memo includes potential options under each of these categories of direction for Council to consider. On October 1st, Council is be asked to provide feedback and direction on the each of the categories. Please note, this is not an all-inclusive list and additional options and ideas should be shared at the October 1st meeting for consideration. Please also note that these proposals are very focused on Council Process – meaning close coordination with staff and the city’s legal team will be necessary to ensure appropriate operational capacity and progress are also realized.

Potential Charter Change Process Options:

Option 1: Continue with model that staff is doing operational work and Council is considering all policy development.

Option 2: Create a Charter Committee with Council/Public/School Participation

- Offer Joint Committee opportunity to the school. School District should be presented with this proposal to formally weigh in on process, timeline, and outreach.
- Review Composition of Committee: Potential composition could include two city council representatives, two school district representatives, three community members, staff liaison.
- Committee would coordinate operational feedback/legal review with staff.

Content Direction for next steps:

Option 1: Continue focus on all-resident voting as singular item being proposed in the charter change update.

- Clearly direct whether that includes consideration of Voter Checklist Protections or any additional items

Option 2: Open the charter to a broader review of other operational and/or political structure items.

Outreach Efforts:

- Perform targeted outreach directly to impacted community members for feedback (recommended assignment to Council/or Committee if designated)
- Schedule Public Information Sessions and Forums. Determine who will lead and organize those efforts. Ensure forums include operational explanation. (recommended assignment to Council/or Committee if designated, with staff providing operational overview materials/presentation and being a conduit for outreach materials prepared by Council/or Committee)
- Formally engage School District for feedback on process (recommended assignment to Mayor for School Trustees and City Manager for Superintendent's Office)
- Formally engage Governor's Office, Vermont League of Cities and Towns, and key Legislators and Legislative Committees (engage Winooski's representatives to take lead on this, recommended assignment to Mayor with Council support)
 - Coordinate with any additional municipalities considering issue, consider support efforts for any additional initiatives before the legislature

Potential Timeline Opportunities for schedule proposals and work plan to be developed:

Option 1: March 2019 Town Meeting

Option 2: Special Vote in 2019 at a date to be determined

Option 3: March 2020 Town Meeting

Option 4: Set no date at this time, continue with Council or Committee Process and allow a schedule to develop based on their initial work.